City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JANUARY 12, 2016 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Absent, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Scott Greer of New Hope Christian Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, January 14 at 7 p.m.

BPACC Advisory Board, January 19 at 6 p.m.

Bartlett Arts Council, January 19 at 6:30 p.m.

Design Review Commission, January 19 at 6:30 p.m.

RECOGNITIONS

Fire Department Promotions

Fire Chief Terry Wiggins promoted Charlie Bagwell from fire fighter to driver.

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the December 8, 2015 Board of Mayor and Aldermen Regular Meeting

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Bobby Simmons, Alderman
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

1 Special event permit the Memphis Runners Track Club 5K and 8K races. (Jim Brown, Director of Code Enforcement)
The events will be held on Sunday, January 24, 2016 from 2 to 4 p.m. and Sunday, February 21 from 2 to 4 p.m. at Nesbit Park.

2 Authorization to auction surplus property. (Dick Phebus, Director of Finance)
Three items have been identified as having a potential auction-value of $500 or more and will be auctioned on GovDeals.com.

3 Contract payment to Retail Strategies. (Mark Brown, Chief Administrative Officer)
Request authorization to pay consulting firm Retail Strategies $24,000 for Service Year 2, as agreed upon in contract approved October 2014. Funds are available in Account 110.41100.897.

Alderman Simmons asked that this item be pulled for separate discussion. He asked Chief Administrative Officer Mark Brown to the work Retail Strategies has done for the City.

Mr. Brown explained that the City has a three-year contract with Retail Strategies. The first year the City paid $48,000 for analysis of what retail businesses the City needs and which it can competitively recruit. This year and next, the City will pay $24,000 for Retail Strategies to recruit retail businesses to the area and represent the City at International Shopping Center conferences. Retail Strategies has been instrumental in recruiting Krispy Kreme Donuts to Bartlett.

4 Pump repair at Germantown Road Water Plant. (Rick McClanahan, Director of Engineering)
Request authorization to have Layne Christensen Company rebuild major components of a water well/pump at a proposed cost of $34,677.00. Funds are available in Account 510.51200.262.

5 Purchase equipment for Bartlett Library. (Dick Phebus, Director of Finance)
Recommend accepting sole source proposal for 3M equipment and warranty service for Bartlett Library in amount of $10,770. Funds are available in Account 123.48123.933.

6 Bid for two dump trucks. (Bill Yearwood, Director of Public Works)
Recommend accepting the lowest, qualified bid from Summit Truck Group, at a price of $86,203.57 each, total cost of $172,407.14. Funds are available in Accounts 311.48311.785.30116 and 122.48122.935.

7 Bid for five self-contained breathing apparatus and accessories. (Terry Wiggins, Fire Chief)
Recommend accepting the lowest bid from NAFECO, Inc. at a total cost of $32,601.40. This is a sole source provider. Funds are available in Account 110.42200.939.

8 Treasurer's Report for November 2015. (Dick Phebus, Director of Finance)

9 Planning Commission Report for December 2015. (Terry Emerick, Director of Planning and Economic Development)

10 Planning Commission Report for January 2016. (Terry Emerick, Director of Planning and Economic Development)

NEW BUSINESS

1 Appoint and re-appoint members to City's Boards and Commissions. (A. McDonald, Mayor)

Bartlett Station Commission
Appoint Glen Mullins, and reappoint Justin Emmons and Tim Teel. Each term will expire December 31, 2021.

Beer Board
Reappoint Richard Davenport Jr. and Lindsey Massey. Each term will expire December 31, 2017.

Board of Zoning Appeals
Reappoint Henry Miller and Bill Simpson. Each term will expire December 31, 2018.

BPACC Advisory Board
Appoint David Weimar. His term will expire December 31, 2017. Reappoint Beverly Holmgren, Lorraine Williams Kunkel, and Suzanne Leslie. Each term will expire December 31, 2018.

City Beautiful Commission
Appoint Jeff Jacobs, John Olsen, and Becky Sykes. Reappoint Joe Bledsoe, Nancy Burross, Mark Guenin, Louise Horton, Donald Keith, Tommie Jean Moore, Kenneth Parks, Laurie Rieman, Tom Rieman, Debbie Ross, Alison Shores, Danny Thompson, and Jean Ward-Jones. Each term will expire December 31, 2016.

City Chaplain
Reappoint Scott Greer, Pastor of New Hope Christian Church. His term will expire December 31, 2017.

Code Appeals Board
Reappoint Brian Foshee, Henry Miller, Wayne Ray, and Warrie Williams. Each term will expire December 31, 2017.

Design Review Commission
Appoint Dean Carlson. Reappoint Joe Ozegovich, Bill Simpson, and Michael Terry. Each term will expire December 31, 2017.

Family Assistance Commission
Reappoint Ted Rasbach, Melinda Sturgell, and Jim Vazquez. Each term will expire December 31, 2018.

Grievance Review Board
Appoint Bo Maharrey, Chris Armstong, and Jonathan Jewell. Reappoint Ted Archdeacon, Ted Rasbach, and Alderman Jack Young. Each term will expire December 31, 2016.

Parks And Recreation Advisory Board
Appoint Kenneth Bowman and Bob Nipp. Reappoint Henry Aden and Kevin Hardin. Mr. Nipp's term will expire December 31, 2017. Each of the other's terms will expire December 31, 2018.

Planning Commission
Reappoint Russ Abernathy, Walter Peggs, John Roberts, Joe Walker, and Alderman Jack Young. Each term will expire December 31, 2018.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

2 Appeal of the Design Review Commission's decision regarding the proposed sign package for America's Best Contacts & Eyeglasses, to be located at 8350 Highway 64. (Terry Emerick, Director of Planning and Economic Development)

Mr. Emerick explained that this applicant, America's Best Contacts and Eyeglasses, has requested two wall signs - one for the front of the building and one for the back. This business will occupy approximately one third of a multi-tenant building in front of a Wal-Mart Supercenter. The applicant originally requested 98 square feet of wall signage; City ordinance allows 42.5 square feet of wall signage based on the linear frontage of tenant space. The Design Review Commission approved the front wall sign of 42.5 square feet because it cannot approve anything beyond what is allowed by ordinance. Mr. Emerick noted if the Board approves this appeal, it will be granting the applicant twice as much signage as the ordinance allows.

Steven Tucker, who submitted the sign package on behalf of the applicant, held a different interpretation of the City's ordinances and argued that more signage would be safer for drivers on Highway 64 and in the shopping center's parking lot.

Alderman Elliott, the Board's liaison for the Design Review Commission, explained that City ordinance does allow businesses to have a sign on both the front and back of a facility. The Design Review Commission offered to reduce the size of the front wall sign to have enough remaining square footage for a back sign, but the applicant refused. She said no Design Review Commission members were in favor of twice the allotted sign square footage.

There was a brief discussion regarding larger signs for businesses set far back from roads, but Mr. Emerick noted that this business does not meet that requirement. Vice Mayor Young said a rear-facing sign has nothing to do with setbacks.

Alderman Elliott moved to deny America's Best Contacts & Eyeglasses appeal, which prevents the business from having a second sign on the rear of it's building.

RESULT:	**DENIED [4 TO 2]**
MOVER:	Emily Elliott, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Young
NAYS:	Simmons, Sedgwick

3 Set a public hearing for February 9, 2016 for Resolution 01-16, a resolution approving a First Addition to the Planned Development for Elpine Gray Estates. (Terry Emerick, Director of Planning and Economic Development)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

4 Resolution 02-16, a resolution to amend the Fiscal Year 2016 School Education Capital Project Fund. (Dick Phebus, Director of Finance)

Mr. Phebus explained that the school system is amending its capital improvements fund; it is receiving a grant from Shelby County to reroof Rivercrest Elementary and replace the school's HVAC units.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

5 Resolution 03-16, a resolution to accept a grant from Shelby County Government and to amend the Fiscal Year 2016 Grants Budget to appropriate the funds and authorize the funding for the Bartlett Senior Center Roof Replacement Project. (Dick Phebus, Director of Finance)

Mr. Brown noted that this is a 100 percent grant from the Shelby County Board of Commissioners to reroof a portion of the Senior Citizens Center. Mr. Brown said that Commissioner David Reaves arranged for Bartlett to receive these funds.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

6 Resolution 04-16, a resolution to support the development of a regional, interconnected network of parks, greenways, and open spaces. (Mark Brown, Chief Administrative Officer)

Mr. Brown explained that this resolution only supports the concept plan of GREENPRINT, but does not adopt the full plan. He added that approving this resolution does not obligate the City to take any action.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

7 Resolution 05-16, a resolution authorizing the City of Bartlett to participate in the Tennessee Municipal League Risk Management Pool's Property Conservation Matching Grant Program. (Shan Criswell, Assistant Director of Parks and Recreation)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

8 Proposed projects submitted to the Metropolitan Planning Organization for inclusion in the five-year Transportation Improvement Plan. (Rick McClanahan, Director of Engineering)

Director of Engineering Rick McClanahan explained that every four years the Metropolitan Planning Office asks for a list of projects the City would like to complete, if federal funding is made available. This list includes the widening of Old Brownsville Road, 10 paving projects, a bridge rehabilitation project on Old Brownsville Road, and traffic signal synchronization devices for emergency vehicles.

RESULT:	**NO VOTE REQUIRED**

OPEN DISCUSSION

Alderman Elliott asked about the completion date for the traffic signal at the intersection of St. Elmo and Memphis-Arlington. Mr. McClanahan said the signal should be operational by the end of 2016.

Alderman Parsons asked about the signal at the intersection of Kirby-Whitten and Egypt Central. Mr. McClanahan said the signal should be operational by this summer.

Alderman Sedgwick announced that the City is celebrating its 150th anniversary; events are planned throughout the year to celebrate.

Assistant Director of Parks and Recreation Shan Criswell announced two public meetings to discuss the W.J. Freeman Park Master Plan: January 25 at the Senior Citizens Center at 6:30 p.m. and February 8 at the Bartlett Recreation Center at 6:30 p.m.

ADJOURNMENT

Meeting adjourned at 7:47 PM

City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, DECEMBER 8, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Vice Mayor Young

FUTURE MEETINGS

Parks and Recreation Advisory Board, December 10 at 7 p.m.

Bartlett Historical Society, December 14 at 7 p.m.

BPACC Advisory Board, December 15 at 6 p.m.

Design Review Commission, December 15 at 6:30 p.m.

Bartlett Arts Council, December 15 at 6:30 p.m.

Historic Preservation Commission, December 21 at 7 p.m.

RECOGNITIONS

Tennessee Recreation and Parks Awards

Assistant Parks Director Shan Criswell presented Bo Maharrey with the Tennessee Recreation and Parks Conference Wayne Hansard Award. This award names Supervisor Maintenance Man of the Year for the State of Tennessee.

Mrs. Criswell also presented Warren Young with the Four Star Award for Individual Volunteer Service. Mr. Young co-created the hiking/walking trail in Nesbit Park. He worked for 11 months to create the 2.6 mile trail.

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the November 24, 2015 Board of Mayor and Aldermen Regular Meeting

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Bobby Simmons, Alderman
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

PUBLIC HEARING

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

1. Ordinance 15-07, an ordinance to amend Title 15, Chapter 1, Section 15-134(2)(c) of the Codified Ordinances of the City of Bartlett, Tennessee to modify the penalties and fines provisions for seat belt violations per an amendment to the complimentary state law.

No one spoke for or against Ordinance 15-07.

UNFINISHED BUSINESS

1 **Third Reading of Ordinance 15-07, an ordinance to amend Title 15, Chapter 1, Section 15-134(2)(c) of the Codified Ordinances of the City of Bartlett, Tennessee to modify the penalties and fines provisions for seat belt violations per an amendment to the complimentary state law. (Ed McKenney, City Attorney)**

RESULT:	**APPROVED ON THIRD AND FINAL RE [UNANIMOUS]**
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

1 **Water production well pump improvements. (Rick McClanahan, Director of Engineering)**
Request authorization for Layne-Central to perform continued evaluation toward repair of Water Production Well Pump #3 at Water Treatment Plant #4 at a total cost of $25,550. Funds are available in Account 510.51200.262.

2 **Purchase of 13 computer systems for marked patrol vehicles. (Gary Rikard, Chief of Police)**
Request authorization to purchase 13 Brite Fujitsu computer systems for uniform patrol cars at a cost of $3,215 per unit for a total cost of $41,795. Brite is a sole source provider. Funds are available in Account 124.48124.933.

3 **Bid for one long-arm compact excavator. (David Thompson, Director of Parks and Recreation)**
Recommend accepting the lowest bid from Williams Equipment for one long-arm compact excavator at a cost of $52,935.00. Funds are available in Account 311.48311.785.50716.

4 **Bid for two pool dehumidification replacement units. (David Thompson, Director of Parks and Recreation)**
Recommend accepting the lowest bid from National HVAC at a total cost of $359,762.00. Funds are available in Account 31148311.780.546.

5 **Cancel second meeting in December. (A. McDonald, Mayor)**

NEW BUSINESS

There is no new business.

OPEN DISCUSSION

Director of Community Relations Debbie Gelineau announced that the 28th annual City Christmas ornament is available for purchase at City Hall. Ornaments are $10 each. Mrs. Gelineau also said that the Parks and Recreation Winter brochure would arrive in citizens' mail this week.

ADJOURNMENT

Meeting adjourned at 7:17 PM

W.C. Pleasant, Register to the	A. Keith McDonald
Board of Mayor and Alderman	Mayor

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

Meeting: 01/12/16 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

AGENDA ITEM

Special event permit the Memphis Runners Track Club 5K and 8K races.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

APPLICATION FOR SPECIAL EVENT

OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

5760 Yale Rd Nesbit Park
Address

38134
Zip Code

January 24 and February 21, 2016
Dates of the Event

2:00 - 4:00 P.M.
Hours of the Event

Cross Country Run
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett
Property Owner

Memphis Runner's Track Club
Special Event Permit Applicant

P.O. Box 17981 Memphis TN 38187-098
Address of Applicant

(901) 297-2471
Phone Number

Fax Number

Check all items that apply:

For information call (901) 385-6425.

- ✓ **Letter of Permission**
- ✓ **Insurance**
- ____ **Tents (Fire Retardant letter included)**
- ✓ **Special Event Checklist**
- ✓ **Map**
- ____ **Sign or Banner**

✓ **$60.00** ______ **Special Event Fee**
✓ **$4.00** ______ **Permit Issuing Fee**
$64.00 **Total**

Michele Weir
Responsible Person

11/15/15
Date

****Notify building department <u>10 days prior</u> to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is <u>not</u> a permit and grants no rights or privileges.

Special Event Checklist

Event: Winter Cross Country Series

Location: Nesbit Park 5760 Yale Rd

Dates: January 24 and February 21, 2016

Type of special event: (Check one.)

___ *Type 1: Noncommercial Events.* Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.

___ *Type 2: Special Seasonal Events.* Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.

___ *Type 3: Commercial Events.* Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.

X *Type 4: Public Attractions.* Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. **Requires approval by the Board of Mayor and Aldermen.**

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

___ *Public property.* Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.

X *Public parks.* Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)

___ *City sponsorship.* Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.

Y *Special use permit or site plan.* Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.

___ *Yard sales.* Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.

___ *Auctions/estate sales.* Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.

___ *Business deliveries.* Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.

___ *Certain solicitations.* Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.

___ *First Amendment activity.* The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.

___ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub-mitted ✓ or X	OK	N/A		Comments
1				*Location.* Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	map attached
2				For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	Police notified
3			X	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4			X	*Land-use compatibility.* The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		X		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		X		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		X		*Compliance with other regulations.* All structures shall meet all applicable provisions of the Building Code.	
8		X		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub-mitted ✓ or X	OK	N/A		Comments
9	X			*Hours of operation and duration.* The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. **Table V.27-1: Special Event Maximum Duration** **Type of Special Event** — **Duration** Type 1: Noncommercial — 30 days Type 2: Special Seasonal — 90 days Type 3: Commercial — 14 days Type 4: Public Attractions — 14 days	memo attached
10			X	In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.	
11			X	*Frequency.* Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.	

	Sub-mitted ✓ or X	OK	N/A		Comments
12			X	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13	X			*Traffic circulation.* The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	memo to Police included
14	X			*Street closings.* The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub-mitted ✓ or X	OK	N/A		Comments
15			X	*Fire safety.* The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16		X		*Off-street parking.* The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		X		*Public conveniences and litter control.* Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		X		*Nuisances.* The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub-mitted ✓ or X	OK	N/A		Comments
19		X		*Area of parking lot dedicated to outdoor special events.* a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20	X			*City services.* If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	memo attached
21	X			*Insurance coverage.* Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A	•	Comments
22		X	Limitations on signs.	
23		X	Temporary arrangements for parking and traffic circulation.	
24		X	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		X	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		X	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		X	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		X	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days prior** to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub-mitted ✓ or X	OK	N/A		Comments
29	X			Name and address of the applicant.	
30	X			Names and address of the owner of the premises on which the proposed event is to be held.	attached memo
31		X		Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	X			Description of the site on which the proposed event is to be held.	map attached
33	X			Date of the proposed event.	memo attached
34	X			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	memo attached
35	X			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, out-door display areas, signs, streets, and property lines.	map attached
36	X			Location and number of proposed temporary public toilets.	memo attached
37			X	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		X		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	X		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		X	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	X		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	X		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	X		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	X		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	

City of Bartlett

PARKS & RECREATION

A. Keith McDonald, *May*
David D Thompson, *Parks Direct*

MEMORANDUM

TO: Jeff Cox

FROM: Shan Criswell SC

DATE: December 10, 2015

SUBJECT: MRTC Winter Cross Country Series

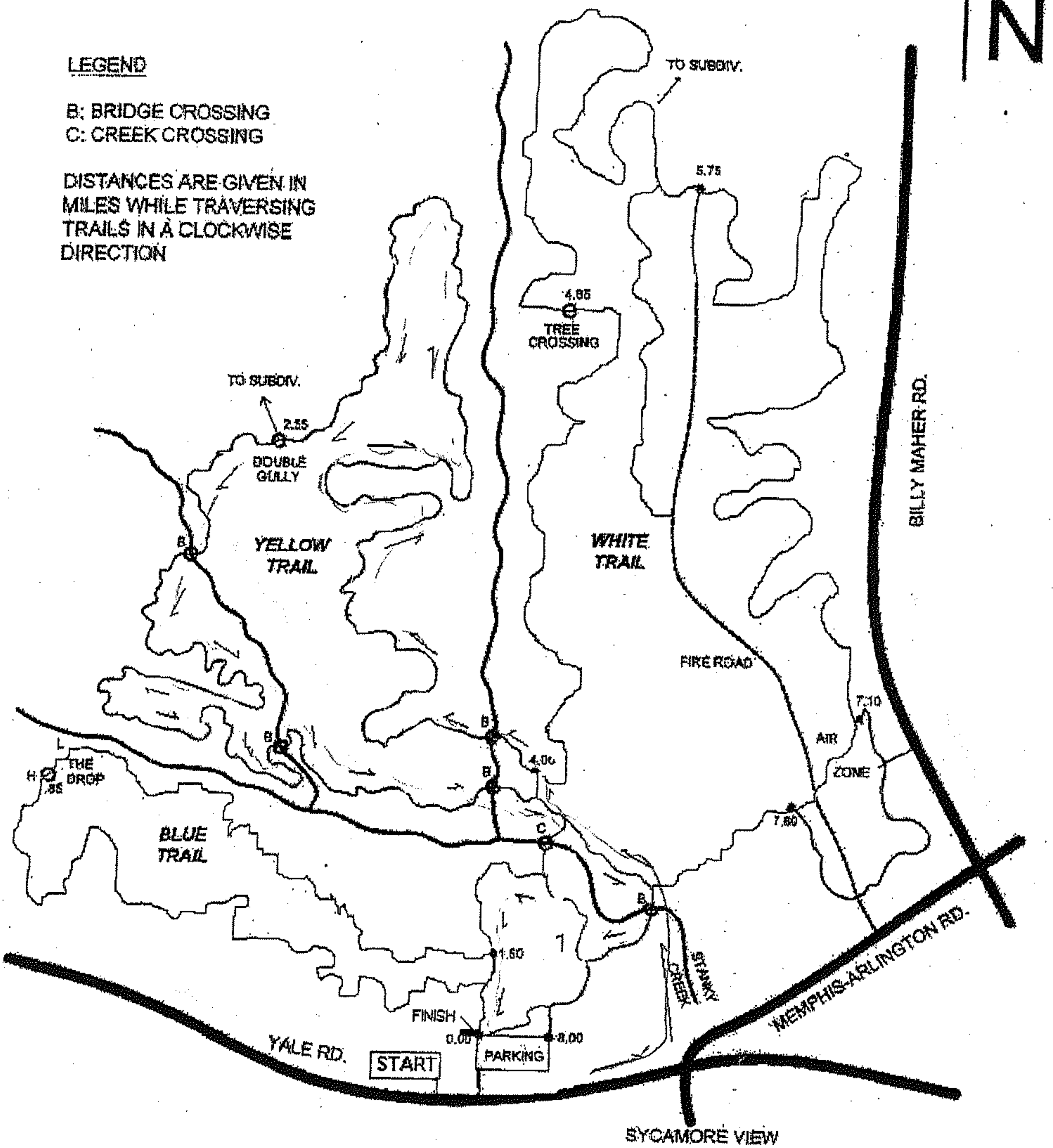
The Memphis Runners Track Club will have their annual Winter Cross Country series 5K and 8K runs on Sunday, January 24, and Sunday, February 21, 2016, at 2:00 p.m. pending board approval.

There are two places where traffic control would be needed. One is at the start of the race for less than 100 yards on Yale Road as they turn onto Memphis Arlington. The other is at Billy Maher and Memphis Arlington to block traffic until all runners enter the trail off Memphis Arlington. I am attaching a map. The officers would need to be there around 1:45 p.m. and should be finished by 2:15 p.m.

Thank you in advance for your help.

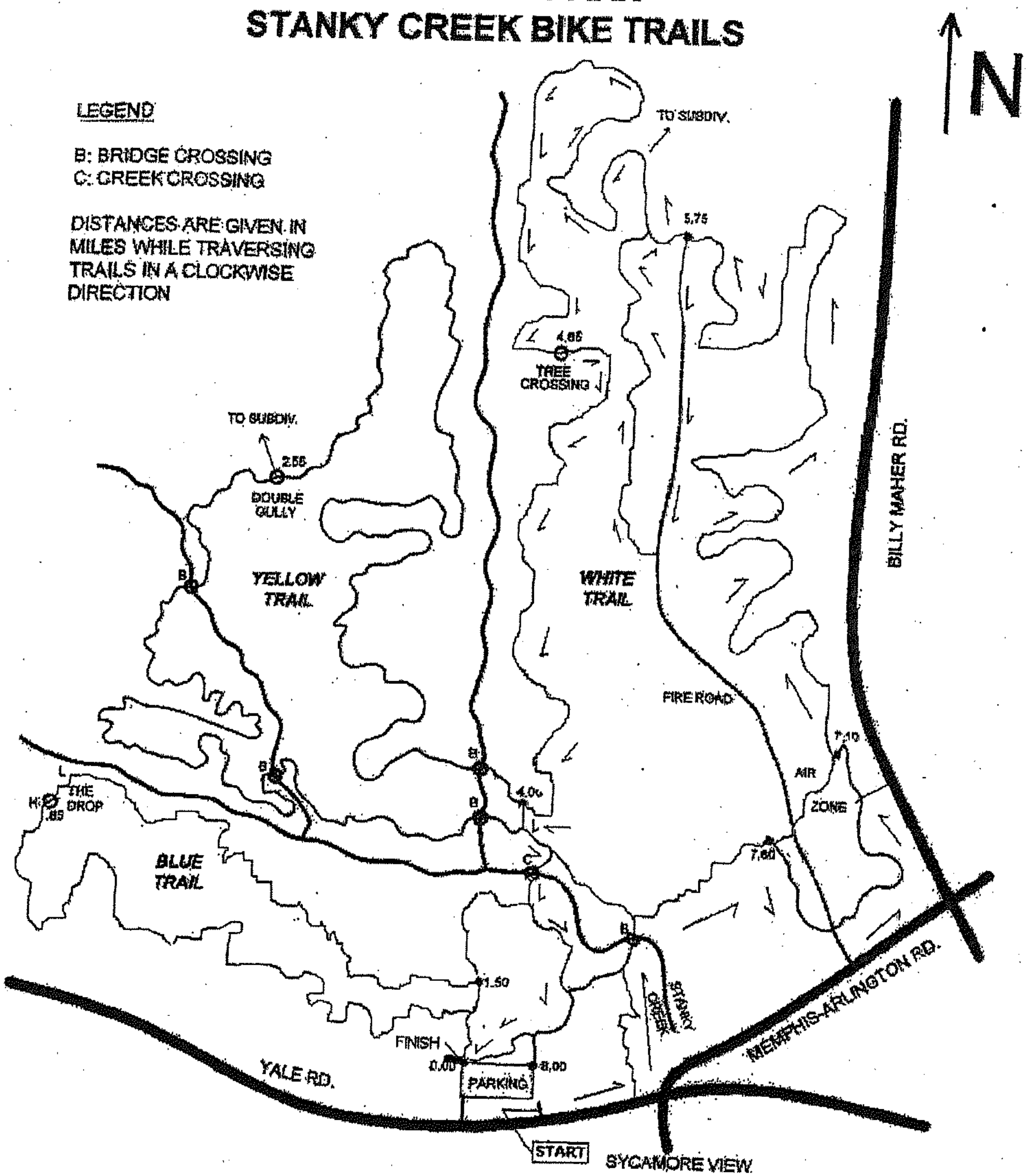
5868 Stage Road • BARTLETT, TENNESSEE 38134 • 901-385-5590 • FAX 901-385-6673

BARTLETT PARK
STANKY CREEK BIKE TRAILS

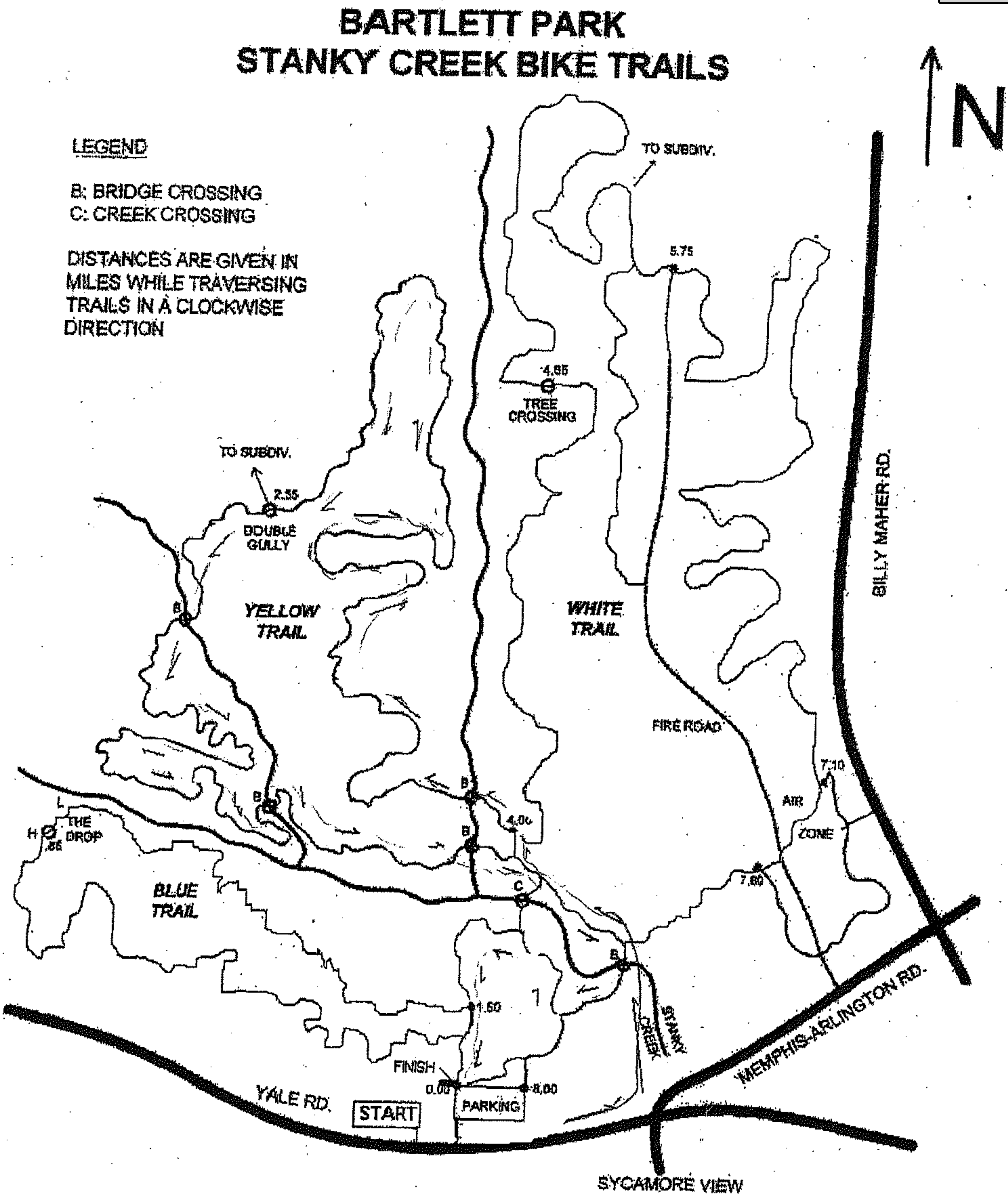


MRTC WCCRS
5K Run Course

BARTLETT PARK
STANKY CREEK BIKE TRAILS



MRTC WCCRS
8K Run Course



MRTC WCCRS
5K Run Course

City of Bartlett

PARKS & RECREATION

A. Keith McDonald, *May*
David D Thompson, *Parks Direct*

December 10, 2015

City of Bartlett
Code Enforcement
6462 Stage Road
Bartlett, TN 38134

The Memphis Runners Track Club has requested to use Nesbit Park on Sunday, January 24, 2016, and Sunday, February 21, 2016, for their Cross-country trail event. Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Shan Criswell

Shan Criswell
Assistant Director Parks and Recreation
City of Bartlett

5868 Stage Road • BARTLETT, TENNESSEE 38134 • 901-385-5590 • FAX 901-385-6673

October 2, 2015

Ms. Shan Criswell
City of Bartlett
5868 Stage Road
Bartlett, TN 38134

Dear Shan,

Please accept this letter as a request from the Memphis Runners Track Club (MRTC) for the use of Nesbit Park on the following dates, for the respective events:

January 24, 2016 - Winter Off-Road Race Series 5K trail run
February 21, 2016 - Winter Off-Road Race Series 10K trail run

As in years past, MRTC appreciates the opportunity to utilize this natural resource for events that promote a healthy and active lifestyle for citizens around the local area.

We look forward to your response and please do not hesitate to reach out with any questions you may have.

Warmest regards,

Michele Weir

Michele Weir, Race Director

Memphis Runners Track Club

1693 Belledeer Dr. W

Cordova, Tn 38016

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

Meeting: 01/12/16 07:00 PM
Department: Finance
Category: Budget
Prepared By: Stefanie McGee
Department Head: Dick Phebus

AGENDA ITEM

Authorization to auction surplus property.

Article V Section 4 of the Charter of the City of Bartlett designates the authority to the Mayor to sell surplus property with Board approval for items valued over $500. The following items have been identified as surplus with a potential value of over $500 and are eligible to be sold at public auction.

Department	Year	Make/Model	Color	Vehicle ID#
Police	1996	Nissan Maxima	Black	JN1CA21D6TT125274
Police	2005	Chevrolet Silverado	White	1GCHC29UX5E101505
Police	1998	Mercury Mountaineer	Blue	4M2ZU55P4WUJ43849

It is our recommendation that these items be approved to be sold at public auction. If approved, the City of Bartlett will advertise the items to be auctioned on the GovDeals website (www.govdeals.com).

Thank you for your consideration.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Administration
Category: Contract
Prepared By: Stefanie McGee
Department Head: Mark Brown

Contract payment to Retail Strategies.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Bobby Simmons
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Invoice

Retail STRATEGIES

Date	Invoice #
10/4/2015	185-2

Terms	Due Date
Net 30	11/3/2015

Bill To
City of Bartlett, TN Mark Brown 6400 Stage Road Bartlett, TN 38134

Retail Strategies, LLC
P.O. Box 531247
Birmingham, AL 35253
Phone 205-313-3676
Fax 205-313-3677

Description	Amount
Professional Consulting and Related Services Client: City of Bartlett, TN Consultant: Retail Strategies, LLC Service Period Year 2: November 3, 2015 - November 2, 2016 Gross Consulting Fee: $24,000.00 Total Consulting Fee Due Now: $24,000.00	24,000.00

Total	$24,000.00
Balance Due	$24,000.00

Wiring Instructions
ABA Routing Number: 265270413
Beneficiary Bank: Iberia Bank Birmingham
Beneficiary: Retail Strategies, LLC
Beneficiary Account: 20000469289

Make Check Payable to:
Retail Strategies, LLC
P.O. Box 531247
Birmingham, AL 35253

- Deep River Partners is moving forward with the site for the National Doughnut Chain. There were a few issues that came up with the existing tenant on the property but this will only delay the opening a few months. We will keep you posted on this development and you should be receiving site plans, etc. from the doughnut chain.

- Large National Gym possibly purchasing a site and will do a new construction building.

- Discussed the market with the broker of a National QSR that specializes in chicken and wings and they are currently working a site on Whitten Road. We sent all the information for Bartlett to them and he said he would consider if this site didn't work out.

- Currently looking for 1+ acre sites on Stage Road for a biscuit/burger concept and a quick service Chinese restaurant.

- One discount clothing retailer and one general merchandise retailer are interested in space at Stage Center but there is an exclusive is keeping these retailers from being able to execute a deal. We are pursuing other apparel and sporting good retailers for this site as well.

- National QSR specializing in chicken pursing sites in the market but would not give any details as to where they are in the process.

- New retailers in the market- Bargain Hunt, Marco's Pizza, Panera Bread, and Cricket Mobile (coming soon).

- National Grocer will be touring the Memphis market in the coming months. We will be submitting sites in Bartlett but it will be a couple years before they plan to enter the market. Lidl is the new German grocery concept that plans to open stores in 2017. They are very aggressive in NC and will be moving into TN.

- Bartlett was represented at the following ICSC events- RECon (Las Vegas), TN/KY Idea Exchange, Southeast ICSC (Atlanta) and New York ICSC.

Retail STRATEGIES

BARTLETT, TENNESSEE

TIFFANY KILPATRICK
Portfolio Director
205.209.4594
tiffany@retailstrategies.com

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

Meeting: 01/12/16 07:00 PM
Department: Engineering
Category: Proposal
Prepared By: Dena Hathaway
Department Head: Rick McClanahan

AGENDA ITEM

Pump repair at Germantown Road Water Plant.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

WATER · MINERAL · ENERGY

December 8, 2015 via email gengstrand@cityofbartlett.org

City of Bartlett
3585 Altruria
Bartlett, TN 38135
Attn: Greg Engstrand

RE: PUMP REPAIRS GERMANTOWN RD PLANT WELL #3

Dear Greg,

Layne Christensen Company has recently completed the pulling and inspection of the above mentioned pump. Most of the column pipe, oil tubing, and shafts seem to be in good shape and can be re-used. We will have to replace two pieces of column, the top tube and shaft, one twenty foot shaft and the suction pipe. All of the rubber spiders in the flanged column pipe will also need to be replaced. The pump bowl needs to be rebuilt. This will require a new bowl shaft, oil seals, bowl bearings, and wear rings. The column and suction pipe will need to be recoated inside and out and the oil tubing will need to be coated on the outside only.

Our material and cost breakdown to do the recommended repairs is as follows.

1 – 2-1/2" x 1-1/2" tension bearing with oring	$ 469.00
4 – 2-1/2" x 1-1/2" shaft bearings	$ 312.00
3 – 1-1/2" shaft couplings	$ 87.00
1 – 2-1/2" x 1-1/2" top tube/shaft assembly	$ 527.00
1 – 1-1/2" x 20' lineshaft	$ 347.00
2 – 10" x 20' flanged column pipe	$ 5,050.00
11 – 10" x 2-1/2" rubber spiders	$ 286.00
1 – 10" x 20' suction pipe	$ 898.00
1 – 1-15/16" x 75-3/4" stainless steel bowl shaft turned to 1-1/2"	$ 559.00
2 – Bowl oil seals	$ 76.00
1 – Set bowl bearings	$ 1,045.00
4 – Bronze bowl wear rings	$ 1,236.00
220' – ¼" stainless steel airline	$ 550.00
L.S. – Misc. nuts, bolts, gaskets, paint, oil, permatex, etc.	$ 575.00
Coat column, oil tubing, and suction pipe	$11,815.00
Shop labor to tear down, clean, assemble, and paint pump	$ 2,625.00
Machine shop labor to make repairs to pump	$ 2,100.00
Labor to set pump back and test	$ 6,120.00
TOTAL REPAIR COST	**$34,677.00**

This does not include any previously quoted work. Repairs on this project including delivery of material and coating of the pump should take four to six weeks from the date of your approval.

Thank you for allowing us to quote you on these repairs. Please let us know if you have any questions or need any further information.

Sincerely,

Steve Anderson

Steve Anderson
Project Manager
Layne Christensen Company

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

Meeting: 01/12/16 07:00 PM
Department: Finance
Category: Proposal
Prepared By: Dick Phebus
Department Head: Dick Phebus

AGENDA ITEM

Purchase equipment for Bartlett Library.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

3M Library Systems Quotation Direct

Today's Date: 12/08/15

Expiration Date: 02/01/16

3M Center, 235-3A-09
St. Paul, MN 55144-1000
Office: 800-328-0067 ext. 2
Fax: 800-223-5563

Ship to: (Destination of Goods)	Bill to: (Agency to Invoice)
Library Name **Bartlett Public Library**	Name **Please include on PO**
Address **5884 Stage Rd**	Address
City, State, Zip **Bartlett, TN 38134**	City, State, Zip
Contact Name **Kevin Franz**	Accounts Payable Contact Name
Email Address kfranz@cityofbartlett.org	Email Address
Phone # **901-385-6400**	Phone #
Fax #	Fax #
P.O. # and Signature (signature required if customer is using this form as an order)	Requested Delivery and Install Dates

Quantity	Description	Unit Price	Extended Price
3	3M Bookcheck Unit Model 942, On-Counter 75-0500-8687-7	$3,907.00	$11,721.00
3	***Special GSA Pricing***	-$743.00	-$2,229.00
	Includes 15-Month Warranty/Service Agreement	$3,164.00	
4	3M Desensitizer Model 930C 78-8072-0460-3	$312.00	$1,248.00
		Subtotal	$10,740.00
		Shipping & Handling Fee	$30.00
		Total *	$10,770.00

* Applicable Sales Tax will be applied

3M Sales Consultant	3M Sales Consultant Phone #	3M Customer Service Representative	3M Customer Service Representative Phone #
Zach Huth	651-575-6402		800-328-0067

Mail or Fax purchase order to the address above.

Terms are NET 30 Days from Date of Invoice.
Invoice is generated at the time of Shipment.

Comments:

A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.

3M™ Bookcheck Unit (Model 942)

The efficient, durable all-in-one system

The 3M™ Bookcheck Unit Model 942 saves time and space, while helping to ensure reliable processing. In addition to verifying the presence of an active 3M™ Tattle-Tape™ Security Strip, the unit can be easily installed into or mounted on a counter, allowing staff to efficiently process items while virtually eliminating false alarms. The Bookcheck Model 942 desensitises and resensitises security strips on print materials, CDs and DVDs. It also features an easy-to-use interface, ergonomic design, intuitive feedback indicators and injection moulded plastic for durability.

With a sleek design that complements virtually any library decor, the Bookcheck Model 942 is designed to work with existing integrated library systems and is USB-enabled to accommodate upgrades.

Flexible, space-saving design

- Desensitisation and resensitisation of Tattle-Tape™ Security Strips in one unit
- Complements virtually any library decor
- Easy to install into or on the counter

Easy-to-use interface

- Item workflow accommodates individual preferences
- Enhanced ergonomics
- Efficient processing

Reliable processing

- Indicates presence of active security strip when verification option is enabled
- Enhanced V-coil reduces false alarms
- High-impact resistant materials for maximum durability
- Visual indication if system is down

USB enabled

- Allows future product upgrades

Dimensions

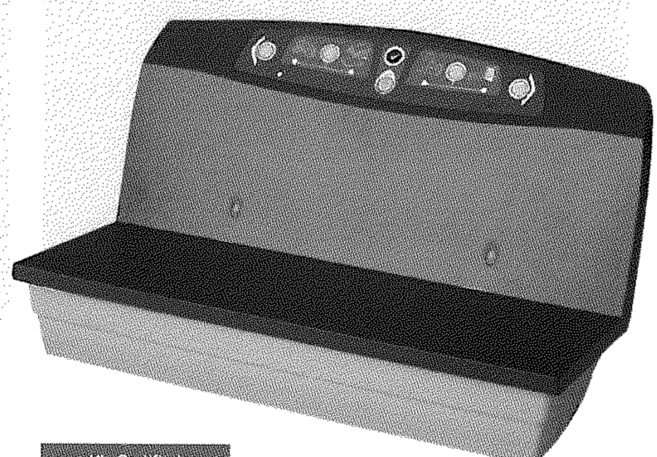
327.4mm x 226.8mm x 416.1mm
(8.9"d x 12.9"h x 16.4"w)

Energy Profile

100/120 or 200/240 VAC
50/60 Hz
2.0/1.0 A, Single phase

Weight (Approximate)

10.9kg (24lb)



UL-Certified

Meets the EU WEEE and RoHS Directives

Library Systems
3M United Kingdom PLC
3M Centre, Cain Road
Bracknell, Berkshire
RG12 8HT
Free phone: 0800 389 6686
Free fax: 0800 587 8975
email: library-uk@mmm.com
www.3M.com/uk/library

3M Ireland
3M House, Adelphi Centre
Upper Georges Street,
Dun Laoghaire, Co. Dublin
Tel: (01) 280 3555
Fax (01) 280 3509

Next generation libraries...
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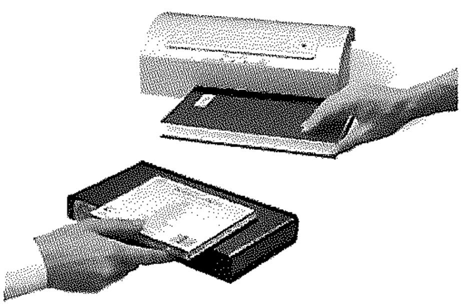
3M™ Desensitizer Model 930C / 3M™ Resensitizer Model 764

- Print



The 3M Desensitizers and Resensitizer work with 3M™ Tattle-Tape™ Security Strips and are ideal in areas with low-volume circulation.

- Fast and efficient
- Adapts to virtually any checkout configuration
- Can perform continuous desensitization
- Moveable, non-electric, on-counter device
- Requires no installation

Talk to a sales rep today!
1-800-328-0067

Request a Sales Rep

Need Help?

Questions? We can help
Contact Us

Documents

Brochure

Circulation Accessories Sell Sheet (PDF, 222.0KB)

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3M Library Systems Division

3M Center, Bldg 225-4N-14 St. Paul, MN 55144

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The Cloud Unbound

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Legal Information | Privacy Policy

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

Meeting: 01/12/16 07:00 PM
Department: Public Works
Category: Bid
Prepared By: Judy Willis
Department Head: Bill Yearwood

ADOPTED

AGENDA ITEM

Bid for two dump trucks.

On December 8, 2015, an ad was placed in *The Daily News*. On December 22, 2015, the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Summit Truck Group	$172,407.14 total ($86,203.57 each)
Summit Truck Group	$159,877.14 (Bid does NOT meet specs.)
Tag Truck Center	$176,500.00 (Freightliner, Godwin 300 U/T dump)

We recommend the bid be awarded to Summit Truck Group for a total price of $172,407.14.

Funds are available in Accounts 311.48311.785.30116 and122.48122.935.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Emily Elliott, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

Meeting: 01/12/16 07:00 PM
Department: Fire
Category: Bid
Prepared By: Cindy Barnett
Department Head: Terry Wiggins

ADOPTED

AGENDA ITEM

Bid for five self-contained breathing apparatus and accessories.

On November 16, 2015, the City received a quote for five self-contained breathing apparatus and accessories. This purchase is made thru NAFECO Fire Equipment for the Drager Air Packs that the Fire Department currently uses. NAFECO Fire Equipment is the exclusive distributor and sole source provider for Drager Safety Products in the State of Tennessee.

Bids were received from the following companies:

NAFECO, Inc.	$32,601.40

We recommend the bid be awarded to NAFECO for a total price of $32,601.40

Funds are available in Account 110.42200.939.

Thank you for your consideration.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Finance
Category: Report
Prepared By: Eric Phan
Department Head: Dick Phebus

Treasurer's Report for November 2015.

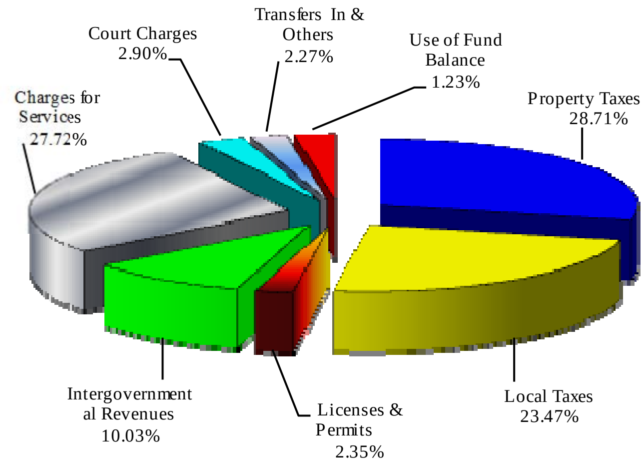
RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

City of Bartlett

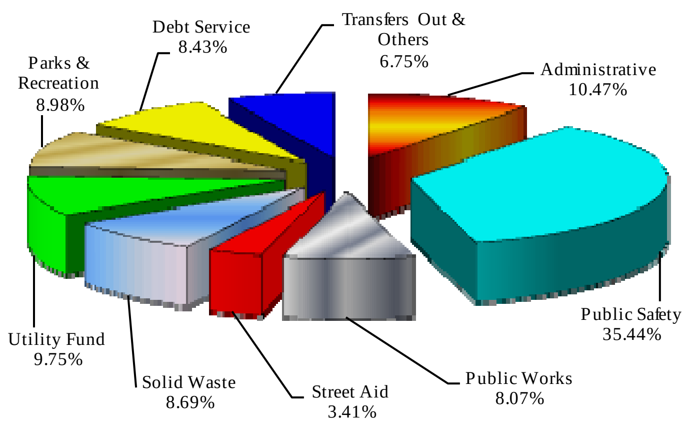
FINANCIAL REPORT

November 30, 2015

Total Revenues, FY 2016 Budget: $70,251,836



Total Expenditures, FY 2016 Budget: $70,251,836



FY 2016 YEAR-TO-DATE
For The Period Ending November 30, 2015

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	$ 6,956,654	$ 2,517,380
Public Safety	24,279,527	9,836,007
Public Works	5,543,467	2,193,474
Parks and Recreation	5,650,587	2,273,890
Performing Arts	601,966	239,261
Transfers & Other Gen. Fund Items	4,278,444	3,281,018
Subtotal	$ 47,310,645	$ 20,341,030
General Fund Revenues		
Property Taxes	$ 20,145,000	$ 1,692,910
Local Taxes	13,299,500	3,243,456
Building and Development Fees	1,652,000	558,418
Intergovernmental	5,519,500	1,174,841
Charges for Services	3,830,084	1,377,817
Court Charges	1,715,000	519,047
Other Revenue	1,149,561	139,588
Subtotal	$ 47,310,645	$ 8,706,076
Special Rev. Funds-Expenditures	$ 10,099,915	$ 4,394,459
Special Rev. Funds-Revenues	$ 10,099,915	$ 3,314,351
Utility Expenses	$ 8,627,200	$ 3,617,033
Utility Revenues	$ 8,627,200	$ 3,731,141
Debt Service Expenditures	$ 4,214,076	$ 3,517,495
Debt Service Revenues	$ 4,214,076	$ 777,489
Total Expenditures	**$ 70,251,836**	**$ 31,870,017**
Total Revenues	**$ 70,251,836**	**$ 16,529,058**

Note: FY 2016 Adopted Budget includes use of fund balance in the General Fund, Special Revenue Funds and the Debt Service Fund.

BUDGET HIGHLIGHTS

- June 30, 2015 year-to-date actual is unaudited.
- Information in this report is preliminary Fiscal Year 2015 year-end.
- Property tax bills were mailed in November and are due February 28.
- Delinquent 2014 property taxes were submitted to the Trustee for collection.

City of Bartlett -- Financial Summary
For The Period Ending November 30, 2015

	FY 2015 Unaudited Actual	FY 2016 Adopted Budget	Increase/ Decrease in $	Year-to-Date Actual FY 2015	Year-to-Date Actual FY 2016	Increase/ Decrease in $	Percent of FY 2015 Actual	Percent of FY 2016 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	$ 6,301,665	$ 6,956,654	$ 654,989	$ 2,445,322	$ 2,517,380	$ 72,059	38.80%	36.19%	-2.62%
Public Safety	23,267,781	24,279,527	1,011,746	9,683,335	9,836,007	152,671	41.62%	40.51%	-1.11%
Public Works	5,191,609	5,543,467	351,858	2,113,382	2,193,474	80,092	40.71%	39.57%	-1.14%
Parks and Recreation	5,099,667	5,657,147	557,480	2,119,751	2,273,890	154,138	41.57%	40.19%	-1.37%
Performing Arts	546,656	595,406	48,750	232,162	239,261	7,100	42.47%	40.18%	-2.28%
Transfers & Other Gen. Fund Items	2,590,831	4,278,444	1,687,613	2,208,193	3,281,018	1,072,825	85.23%	76.69%	-8.54%
Total General Fund Expenditures	**$ 42,998,207**	**$ 47,310,645**	**$ 4,312,438**	**$ 18,802,145**	**$ 20,341,030**	**$ 1,538,885**	**43.73%**	**42.99%**	**-0.73%**
General Fund Revenues									
Property Taxes	$ 20,013,404	$ 20,145,000	$ 131,596	$ 276,264	$ 1,692,910	$ 1,416,646	1.38%	8.40%	7.02%
Local Taxes	12,963,116	13,299,500	336,384	3,062,016	3,243,456	181,440	23.62%	24.39%	0.77%
Building and Development Fees	1,689,573	1,652,000	(37,573)	656,479	558,418	(98,061)	38.85%	33.80%	-5.05%
Intergovernmental	5,663,855	5,519,500	(144,355)	1,239,950	1,174,841	(65,109)	21.89%	21.29%	-0.61%
Charges for Services	3,647,577	3,830,084	182,507	1,325,429	1,377,817	52,387	36.34%	35.97%	-0.36%
Court Charges	1,578,879	1,715,000	136,121	610,568	519,047	(91,522)	38.67%	30.27%	-8.41%
Other Revenue	414,791	1,149,561	734,770	169,613	139,588	(30,025)	40.89%	12.14%	-28.75%
Total General Fund Revenues	**$ 45,971,194**	**$ 47,310,645**	**$ 1,339,451**	**$ 7,340,321**	**$ 8,706,076**	**$ 1,365,756**	**15.97%**	**18.40%**	**2.43%**
Special Revenue Funds									
Street Aid Fund	$ 1,550,990	$ 2,395,000	$ 844,010	$ 511,630	$ 1,027,715	$ 516,085	32.99%	42.91%	9.92%
Solid Waste Fund	5,580,563	6,299,652	719,089	1,873,570	2,567,491	693,921	33.57%	40.76%	7.18%
General Improvement Fund	574,108	650,000	75,892	283,114	422,008	138,894	49.31%	64.92%	15.61%
Drug Enforcement Fund	244,579	304,600	60,021	52,995	79,891	26,896	21.67%	26.23%	4.56%
DEA Enforcement Fund	154,767	279,900	125,133	66,623	95,830	29,208	43.05%	34.24%	-8.81%
Drainage Control Fund	103,302	120,763	17,461	48,473	39,924	(8,549)	46.92%	33.06%	-13.86%
Park Improvement Fund	6,656	50,000	43,344	2,490	0	(2,490)	0.00%	0.00%	0.00%
Grant Funds	1,030,251	0	(1,030,251)	(41,366)	161,600	202,967	-4.02%	0.00%	4.02%
Special Revenue Funds - Expenditures	**$ 9,245,217**	**$ 10,099,915**	**$ 854,698**	**$ 2,797,526**	**$ 4,394,459**	**$ 1,596,932**	**30.26%**	**43.51%**	**13.25%**
Special Revenue Funds - Revenues	**$ 9,562,901**	**$ 10,099,915**	**$ 537,013**	**$ 3,206,416**	**$ 3,314,351**	**$ 107,935**	**33.53%**	**32.82%**	**-0.71%**
Utility Fund									
Total Utility Operations	$ 5,690,801	$ 6,839,671	$ 1,148,870	$ 1,987,778	$ 2,139,519	$ 151,741	34.93%	31.28%	-3.65%
Total Utility Debt Expenses	1,585,477	1,700,343	114,866	1,386,235	1,477,513	91,279	87.43%	86.90%	-0.54%
Contribution to Fund Balance	0	87,186	87,186	0	0	0	0.00%	0.00%	0.00%
Total Utility Expenses	**$ 7,276,278**	**$ 8,627,200**	**$ 1,350,922**	**$ 3,374,013**	**$ 3,617,033**	**$ 243,020**	**46.37%**	**41.93%**	**-4.44%**
Total Utility Revenues	**$ 8,487,525**	**$ 8,627,200**	**$ 139,675**	**$ 3,870,232**	**$ 3,731,141**	**$ (139,090)**	**45.60%**	**43.25%**	**-2.35%**
Debt Service Fund									
Total Debt Service Expenditures	**$ 4,009,283**	**$ 4,214,076**	**$ 204,793**	**$ 3,392,498**	**$ 3,517,495**	**$ 124,998**	**84.62%**	**83.47%**	**-1.15%**
Total Debt Service Revenues	**$ 3,898,504**	**$ 4,214,076**	**$ 315,572**	**$ 735,554**	**$ 777,489**	**$ 41,935**	**18.87%**	**18.45%**	**-0.42%**
Total Expenditures	**$ 63,528,985**	**$ 70,251,836**	**$ 6,722,851**	**$ 28,366,182**	**$ 31,870,017**	**$ 3,503,835**	**44.65%**	**45.37%**	**0.71%**
Total Revenues	**$ 67,920,125**	**$ 70,251,836**	**$ 2,331,711**	**$ 15,152,522**	**$ 16,529,058**	**$ 1,376,536**	**22.31%**	**23.53%**	**1.22%**

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Planning and Economic Development
Category: Report
Prepared By: Sam Harris
Department Head: Terry Emerick

Planning Commission Report for December 2015.

Monday, December 7, 2015

NEW BUSINESS
Site Plans

1. **Ave Maria Facility Expansion, 2751, 2767 and 2840 Charles Bryan Road, and 6753 and 6783 Stage Oaks Road (Harvey C. Marcom, The Reaves Firm, Inc.)**

   INTRODUCTION: Mr. Harvey Marcum with the Reaves Firm is requesting Planning Commission approval of a site plan for the Ave Maria nursing home campus expansion. The subject property is located at 2751, 2767 and 2840 Charles Bryan Road, and 6753 and 6783 Stage Oaks Road within the "R-E" and "RS-18" Single Family Residential Zoning Districts.

   BACKGROUND: The existing Ave Maria nursing home campus consists of 9.0-acres of developed property. On October 6, 2014, the Planning Commission approved the Special Use Permit (SUP) for the expansion of nursing home use on residentially zoned property. The subject property for the proposed development is located on both the east (5.0-acres) and west (2.44-acres) sides of Charles Bryan Road. The SUP included varying yard setbacks, and a minimum 35% green space requirement. At the time of the SUP approval, a portion of the property on the east side of Charles Bryan Road was rezoned from "O-C" Office to "RS-18" Residential. The zoning on the west side of Charles Bryan Road remained as "R-E" Residential Estate.

   Furthermore, the Summer Oaks Office is a recorded subdivision with covenants requiring a driveway connection be built with the development of the two lots that are currently labeled for future parking on the site plan. Therefore, the applicant is also requesting that the construction of the driveway extension be deferred until the construction of the daycare/office building at a later date.

   DISCUSSION: The specific request by the applicant is for the approval of the site plans for the expansion of the nursing home campus on both the east and west sides of Charles Bryan Road. The applicant intends to develop project in two phases. Phase 1 will consist of: the construction of the five greenhouses and detention areas. Phase 2 of the development will consist of: a daycare/office building, and parking lot that will be located within the Summer Oaks Office Park. The specifics of the site plans on each side of Charles Bryan Road are as follows:

   East side of Charles Bryan Road: The proposed site plan will be developed across Charles Bryan Road directly adjacent to the existing Ave Maria nursing home campus. The development will consist of three Greenhouse Guest Units that are each 7,945 square feet, parking, sidewalk connectivity between the buildings, and outdoor sitting/patios. An area for the future development of Phase 2 has been designated on the site plan for an office/ daycare facility and parking lot extension within the Summer Oaks Office Park. A drainage detention area is proposed closer to the Summer Oaks Road side of the property. A driveway stub and emergency generator is proposed during the construction of Phase 1 however, the future parking lot will be constructed during Phase 2. The details of the site plan are as follows:

Site Data	
Site Area:	5-acres/217,800 square feet
Total Required Parking Spaces: 36-beds at 13-spaces per 100 beds + 9=22 **(36 beds approved/60 beds total)**	22 (total for both site combined)
Total Proposed Parking Spaces:	30
Handicap Accessible:	5
Regular Customer Parking	25
Proposed Total Building Area:	3 x 7,945 square feet = 23,835 square feet
Greenspace/Open space:	38%
Building Height:	Not Provided

West side of Charles Bryan (south side of the existing development):
The proposed site plan will be developed on the south side of the existing Ave Maria nursing home campus. The development will consist of two Greenhouse Guest Units that are each 7,945 square feet, parking, sidewalk connectivity between the buildings, and outdoor sitting/patios. A drainage detention area is proposed along the Charles Bryan Road frontage of the property. The details of the site plan are as follows:

Site Data	
Site Area:	2.44-acres add to the existing 9-acres site (11.44-acres/498,326 square feet)
Total Required Parking Spaces: 36-beds at 13-spaces per 100 beds + 9=22 **(24 beds approved/60 beds total)**	22 (total for both site combined)
Total Proposed Parking Spaces:	31
Handicap Accessible:	4
Regular Customer Parking	27

Proposed Total Building Area:	2 x 7,945 square feet = 15,890 square feet
Greenspace/Open space:	43%
Building Height:	Not Provided

Approved with conditions of staff.

Hearing

2. Elpine Gray Estates at Buckhead Planned Development, First Addition (Paul Bray, Bray Firm)

INTRODUCTION: Mr. Paul Bray with the Bray Firm is requesting Planning Commission approval of Elpine Gray Estates at Buckhead Planned Development (PD), First Addition. The subject property is located to the north of the existing Elpine Gray Estates at Buckhead PD, east of Shadowlawn Road and south of Old Brownsville Road. The subject property is within the "RS-15" Single Family Residential Zoning District.

BACKGROUND: The subject property is a 5.25-acre outparcel of land identified but not included on the recorded final plat for the existing 80-lot Elpine Gray Estates at Buckhead PD.

DISCUSSION: The specific request by the applicant is to subdivide 5.25-acres of land into a 16-lot planned residential subdivision. The lot sizes will range from 11,008-square feet to 14,432-square feet, and the lot widths will range from 90-feet to 70-feet. All lots will have access from the proposed Elpine Gray Drive road extension, which is currently stubbed to the east and west of the subject property. Detention for the subject property will be handled by the existing detention basins of Elpine Gray Estates at Buckhead PD.

Continued to January 2016 Meeting.

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Planning and Economic Development
Category: Report
Prepared By: Sam Harris
Department Head: Terry Emerick

Planning Commission Report for January 2016.

Monday, January 4, 2016

Hearing

1. Elpine Gray Estates at Buckhead Planned Development, First Addition (Paul Bray, Bray Firm)

INTRODUCTION: Mr. Paul Bray with the Bray Firm is requesting Planning Commission approval of Elpine Gray Estates at Buckhead Planned Development (PD), First Addition. The subject property is located to the north of the existing Elpine Gray Estates at Buckhead PD, east of Shadowlawn Road and south of Old Brownsville Road. The subject property is within the "RS-15" Single Family Residential Zoning District.

BACKGROUND: The subject property is a 5.25-acre outparcel of land identified but not included on the recorded final plat for the existing 80-lot Elpine Gray Estates at Buckhead PD.

DISCUSSION: The specific request by the applicant is to subdivide 5.25-acres of land into a 16-lot planned residential subdivision. The lot sizes will range from 11,008-square feet to 14,432-square feet, and the lot widths will range from 90-feet to 70-feet. All lots will have access from the proposed Elpine Gray Drive road extension, which is currently stubbed to the east and west of the subject property. Detention for the subject property will be handled by the existing detention basins of Elpine Gray Estates at Buckhead PD.

Forwarded with Resolution 01-16 for Hearing and Approval by Board of Mayor and Aldermen.

Site Plan

2. Krispy Kreme, 6072 Stage Road (Michael Hicks, Commercial Site Design)

INTRODUCTION: Mr. Michael Hicks with Commercial Site Design is requesting Planning Commission approval of a site plan for the Krispy Kreme restaurant. The subject property is located at 6072 Stage Road (former Pizza Hut), within the "CG-MS" General Commercial Main Street overlay zoning district.
BACKGROUND: The subject property is located within the Bartlett Hills Commercial Subdivision. This is the site of an existing Pizza Hut that will be demolished in order for the Krispy Kreme restaurant to be constructed.

DISCUSSION: The specific request by the applicant is for the approval of a site plan to construct a 2, 671square foot building and parking lot on a .62-acre lot. The proposed building will be Krispy Kreme restaurant with a drive-thru lane and pick-up window. Other features of the development include a retaining wall along the frontage of the property, and a dumpster area at the rear of the property. Access to the site will be from Stage Road. The specifics of the site plan are as follows:

Site Data	
Site Area:	.623-acres (27,138 square feet)
Total Required Parking Spaces:	44
Total Proposed Parking Spaces:	23
Handicap Accessible:	1
Regular:	22
Proposed Total Building Area:	2,671-square feet
Greenspace/Open-space:	16%
Building Height:	Not Available

Approved with conditions of staff.

<u>Final Plan</u>

3. Richland Valley P.D., Phase One-A, South Side of Ellis Road @ Richland Valley Drive (Paul Bray, Bray Firm)

<u>INTRODUCTION</u>: Mr. Paul Bray with the Bray Firm is requesting Planning Commission approval to revise the Final Plan for Richland Valley PD, Phase 1-A. The subject property is located to the south of Ellis Road at Richland Valley Drive. The subject property is within the "RS-15" Single Family Residential Zoning District.

<u>BACKGROUND</u>: The Planning Commission approved the Final Plan for the subject property on June 7, 2004. Currently, the 6.99-acre site is subdivided into 20 lots on the recorded plat in Plat Book 228, Page 23.

<u>DISCUSSION</u>: The specific request by the applicant is to re-subdivide Lots 16-20 into Lots 16-19 and eliminate Lot 20. By reducing the number of lots, the applicant is seeking to make the lots more appealing to home builders by increasing the buildable areas on these lots.

Site Data	
Overall Site Area:	6.99-acres
Re-subdivided Site Area:	1.58-acres
Front Yard Setback:	30-feet (35-feet along Ellis Road)
Rear Yard Setback:	25-feet
Side Yard Setback:	5-feet

Approved with conditions of staff.

4.Election of Officers

Nomination to re-elect the existing Chairman and Vice Chairman.

Jay Caughman -- Chairman
Joe Walker - Vice Chairman

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

Meeting: 01/12/16 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

AGENDA ITEM

Appoint and re-appoint members to City's Boards and Commissions.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

BARTLETT STATION COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Emmons, Justin	12/31/2021	Re-appoint
Mullins, Glen	12/31/2021	New Appointment (replacing Brooks McDonald)
Teel, Tim	12/31/2021	Re-appoint

BEER BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Davenport, Jr., Richard L.	12/31/2017	Re-appoint
Massey, Lindsey	12/31/2017	Re-appoint
ADVISORS:		
Kristi Francavilla		Replacing Sandra Calvary

BOARD OF ZONING APPEALS

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Miller, Henry	Citizen Member	12/31/2018	Re-appoint
Simpson, Bill	Design Review Commission Member	12/31/2018	Re-appoint

BPACC ADVISORY BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Holmgren, Beverly	12/31/2018	Re-appoint
Kunkel, Lorraine Williams	12/31/2018	Re-appoint
Leslie, Suzanne	12/31/2018	Re-appoint
Wiemar, David	12/31/2017	New Appointment (replacing Nevin Robbins)

CITY BEAUTIFUL COMMISSION

NAME	TERM EXPIRES	NEW / RE-APPOINT
Bledsoe, Joe	12/31/2016	Re-appoint
Burross, Nancy	12/31/2016	Re-appoint
Guenin, Mark	12/31/2016	New Appointment (replacing Anna Jackson)
Horton, Louise	12/31/2016	Re-appoint
Jacobs, Jeff	12/31/2016	New Appointment (replacing Jim Crowder)
Keith, Donald	12/31/2016	Re-appoint
Moore, Tommie Jean	12/31/2016	Re-appoint
Olsen, John	12/31/2016	New Appointment (replacing Denis Elliott)
Parks, Kenneth (Chairman)	12/31/2016	Re-appoint
Rieman, Laurie	12/31/2016	Re-appoint
Rieman, Tom	12/31/2016	Re-appoint
Ross, Debbie	12/31/2016	Re-appoint
Shores, Alison	12/31/2016	Re-appoint
Sykes, Becky	12/31/2016	New Appointment (replacing Milton Ervin)
Thompson, Danny	12/31/2016	Re-appoint
Ward-Jones, Jean	12/31/2016	Re-appoint

CITY CHAPLAIN

NAME	CHURCH	TERM EXPIRES	NEW/ RE-APPOINT
Greer, Scott Pastor	New Hope Christian Church	12/31/2017	Re-appoint

CODE APPEALS BOARD

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Foshee, Brian	12/31/2018	Re-appoint
Miller, Henry (Chairman)	12/31/2018	Re-appoint
Ray, H. Wayne	12/31/2017	Re-appoint
Williams, Warrie	12/31/2017	Re-appoint
ADVISORS:		
Tonya Annear		Replacing Judy Willis

DESIGN REVIEW COMMISSION

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Carlson, Dean	Engineer	12/31/2017	New Appointment (replacing Melissa Bray)
Ozegovich, Joe	Electrical/Mechanical	12/31/2017	Re-appoint
Simpson, Bill	Landscaper	12/31/2017	Re-appoint
Terry, Michael	Architect	12/31/2017	Re-appoint

FAMILY ASSISTANCE COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Rasbach, Ted (Chairman)	12/31/2018	Re-appoint
Sturgell, Melinda	12/31/2018	Re-appoint
Vazquez, Jim	12/31/2018	Re-appoint

GRIEVANCE REVIEW BOARD

NAME	SPECIAL NOTES	TERM EXPIRES	NEW/ RE-APPOINT
Bo Maharrey	Administrative Representative (Admin.,Parks, Court, BPACC)	12/31/2016	New Appointment (replacing Tawny Walker)
Chris Armstrong	Public Safety Representative (Fire, EMS, Police, Codes)	12/31/2016	New Appointment (replacing Craig Jones)
Jonathan Jewell	Public Works/Utilities/Engineering Representative	12/31/2016	New Appointment (replacing Becky Bailey)
Ted Archdeacon	Citizen	12/31/2016	Re-appoint
Ted Rasbach	Citizen	12/31/2016	Re-appoint
Jack Young Alderman Position 5	Alderman	12/31/2016	Re-appoint

PARKS AND REC. ADVISORY BD.

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Aden, Henry	12/31/2018	Re-appoint
Bowman, Kenneth	12/31/2018	New Appointment (replacing Rita Driver)
Hardin, Kevin	12/31/2018	Re-appoint
Nipp, Bob	12/31/2017	New Appointment (replacing Laura Ellison)

PLANNING COMMISSION

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Abernathy, Russ	12/31/2018	Re-appoint
Peggs, Walter	12/31/2018	Re-appoint
Roberts, John	12/31/2018	Re-appoint
Walker, Joe	12/31/2018	Re-appoint
Young, Jack	12/31/2018	Re-appoint

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

DEFEATED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Planning and Economic Development
Category: Proposal
Prepared By: Sam Harris
Department Head: Terry Emerick

Appeal of the Design Review Commission's decision regarding the proposed sign package for America's Best Contacts & Eyeglasses, to be located at 8350 Highway 64.

Steven Tucker with Site Enhancement Services requests an appeal to the Design Review Commission's decision on the proposed sign package for America's Best Contacts & Eyeglasses, to be located at 8350 Highway 64. This decision was made at the Design Review Commission meeting on Tuesday, December 15, 2015.

The tenant identification wall sign on the front elevation of the building is the maximum signage allowed by the Sign Ordinance, which totals 42.5 square feet. The tenant identification wall sign on the rear elevation of the building will exceed the size permitted by the Sign Ordinance by 42.5 square feet.
42.5 + 42.5=85.0 sq. ft. (42.5 - 85.0=42.5 sq. ft.)
Applicant's original request was for 96.4 square feet of signage

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The Design Review Commission met on Tuesday, December 15, 2015 at 6:30 p.m. Alderman Elliott, Chairman, presided over the meeting.

2. **America's Best Contacts & Eyeglasses, Sign Package, 8350 Hwy 64, (Steven Tucker, Site Enhancement Services)**

INTRODUCTION: Kim Taylor explained that Mr. Steven Tucker with Site Enhancement Services is requesting Design Review Commission (DRC) approval of a sign package for America's Best Contacts & Eyeglasses. The subject property is located at 8350 Hwy 64 (formerly Ballew 2 location next to Payless Shoes and in front of Walmart) within the "C-H" Highway Commercial Zoning District.

DISCUSSION: The specific request by the applicant is for the approval of a sign package which includes two tenant identification wall signs for America's Best Contacts & Eyeglasses.

The specifics of the proposed signs are as follows:

Wall-Signs (2):
Location: The signs will be attached to a raceway on the fascia on the front of the building facing Hwy 64 and on the rear of the building facing the Walmart parking lot.

Size: The linear frontage of the building is 42.5-feet. Both signs measure 26' 3 and 11/16" x

1'10" = 48.2 (2)
96.4 total square feet

Font: Corporate

Materials/Colors: Blue (Trucast 2051) lettering and red stripes (acrylite BF 211-1), rectangular cabinet sign with blue (607-1) background and white (.150 polycarbonate) lettering, and bronze jewelite trim cap.

Sign Message: AMERICA'S BEST CONTACTS & EYEGLASSES

Mounting Structure: Aluminum raceway painted to match the building fascia

Logo: American flag in place of the "e" in America

Lighting: Blue GOQ-3B LEDs, Stripes : Red GOQ-3R LEDs, Cabinet : White GOQ-3W LEDs

Landscaping: None Proposed

Recommendation: Denial of both wall signs.

Planning Comments:

1. Neither wall sign complies with the Sign Ordinance in terms of size, and the combination of both signs on the front and rear elevation more than doubles the compliant size allowed of 42.5 square feet.
2. The location of the wall signs may be approved at the discretion of the Design Review Commission per Ordinance 14-447 subsection #2, states in part that, "With the approval of the Design Review Commission, Director of Planning or duly authorized representative, a wall sign may be affixed to a side wall or a rear wall, but the permitting of such shall not act to increase either the allowed square footage nor the number of signs allowed, nor shall the manner of calculating the allowable square footage be affected.
3. This would be the first sign approved by the design review commission for the rear elevation of a building.
4. The applicant has provided renderings depicting compliant sized signs on the front and rear elevations as well as one front wall sign for informational purposes.

Planning Conditions:

1. If the sign is denied by the DRC, the applicant may request an appeal to the Board of Mayor and Aldermen in writing within 5-days of the DRC's decision.

2. It is recommended that the owner/applicant attend the meeting in order to make decisions relative to any changes that may be suggested by the DRC.

Mr. Steven Tucker, Site Enhancement Services, 6001 Nimtz Parkway, South Bend, Indiana, was present to represent this application. Mr. Tucker stated we are requesting under the maximum of 100 sq. feet. But also realized it was based on one square foot per linear footage of the frontage of the business. The reason for the double signage being the view from Hwy 64 and also the view from the rear parking lot in front of Walmart. They felt they needed the larger lettering as well as the Corporate Logo to state what kind of business it is because they also have hotel and motel chains. So the logo is essential here. Question arose about the Corporate Trademark Logo - it should show an "R" on the logo showing it is a registered logo. Mr. Tucker also mentioned how the building is blocked by the several trees around the building. Again, another sign behind the building would really enforce the building. Also, the larger letter height improves the visibility at a distance. Mr. Triplett explained to him that either sign would be above what the ordinance allows and they would not be able to approve it at the Design Review Commission. We cannot approve anything outside the ordinance. This would have to be appealed to the Board of Mayor and Aldermen. So tonight we can deny it and you can appeal it to the Board of Mayor and Aldermen. He further explained that if you want to reduce the front down to the correct footage of 42.5 sq. ft. the board can approve that sign and you can appeal the second signage to the Board of Mayor and Aldermen by letter within five (5) days. Or, you can appeal the complete package to the Board of Mayor and Aldermen. Requested decision from Mr. Tucker and he stated they would reduce the front signage to the 42.5 sq. ft. Alderman Elliott questioned whether Payless had a sign in the rear. Ms. Taylor stated no. Alderman Elliott stated this explains why they have larger letters. Alderman Elliott asked about the thing showing Eyeglasses and Contacts was what he is calling a trademark logo. Ms. Taylor stated even without that it America's Best would still be too big. Do you see the little R on it showing it is a trademark. Mr. Tucker stated it is not included in the actual sign. Mr. Triplett again stated we have two choices here. We can deny this because you want to keep the larger sign and go to the Board of Mayor and Aldermen or we can approve the front signage if you want to reduce to the smaller size. You need to tell us what you want to do. Mr. Tucker talked about boxing it. If you take individual boxes around each sign it drops it back down to 38 sq. ft. and it would be within Code. I know that is not the way the ordinance is written it is by taking the smallest rectangle. Ms. Taylor stated our ordinance permits us to do two boxes and from what I understand the first box would be 47.3 sq. ft. and the second box I believe would be about 9 sq. ft. to 20 sq. ft. Mr. Tucker asked if they could ask approval for just the front wall sign and denial on the rear wall sign. Mr. Triplett asked if he means the front sign in compliance with our Code and then return to the Board of Mayor and Aldermen to request the rear wall sign. Mr. McKenney stated that should be okay.

Motion was made by Mr. Triplett to approve the America's Best Contacts & Eyeglasses, 8350 Hwy 64, <u>front signage</u> with a maximum size of 42.5 sq. ft. which meets the Code requirement and deny the rear signage because it does not meet Code. Mr. Simpson seconded the motion. Roll Call Vote: All members voted yes. Motion was carried.

RESULT:	**DENIED [4 TO 2]**
MOVER:	Emily Elliott, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	W.C. Pleasant, Emily Elliott, David Parsons, Jack Young
NAYS:	Bobby Simmons, Paula Sedgwick

December 17, 2015

City of Bartlett
Attn: Planning Department/Sam Harris & Mayor's Office
6382 Stage Road
Bartlett, TN 38184

Subject: **America's Best Contacts & Eyeglasses Sign Proposal for Design Review Commission Appeal to Board of Mayor and Aldermen**

Sam,

America's Best Contacts and Eyeglasses is appealing the decision to deny the request for a wall sign mounted on the rear elevation for their store located at 8350 Hwy 64. The denial from the Design Review Commission occurred on Tuesday December 15th, 2015 where America's Best Contacts and Eyeglasses was second on the agenda under new business. America's Best Contacts and Eyeglasses would like to have their appeal request heard at the next scheduled meeting for the Board of Mayor and Aldermen held on January 12th, 2016. The proposed sign on the rear elevation would match the approved 42.5 square feet sign that will be mounted to the front elevation.

If you have any questions or need any additional information please contact me at 574-232-4474 or STT@siteenhancementservices.com.

Thank You,

Steven Tucker

Steven Tucker
Zoning Specialist
Site Enhancement Services
6001 Nimtz Parkway
South Bend, IN 46628
P: 574-232-4474
F: 574-237-6166
STT@siteenhancementservices.com

AMERICA'S BEST
CONTACTS & EYEGLASSES

8350 U.S. 64
BARTLETT, TN 38133

A

TWO (2) SETS OF 21" FACE-LIT CHANNEL LETTERS & CABINET
READING "AMERICA'S BEST CONTACTS & EYEGLASSES".
REFER TO PGS 1 & 2 FOR PROPOSED SIGNAGE
REFER TO PG 3 FOR SIGN DETAIL.

B

ONE (1) REAR SERVICE DOOR SIGN
READING "AMERICA'S BEST CONTACTS & EYEGLASSES".
REFER TO PG 4 FOR PROPOSED SIGNAGE & DETAIL.

north american signs

EXISTING STOREFRONT
NTS

A **PROPOSED STOREFRONT**
NTS

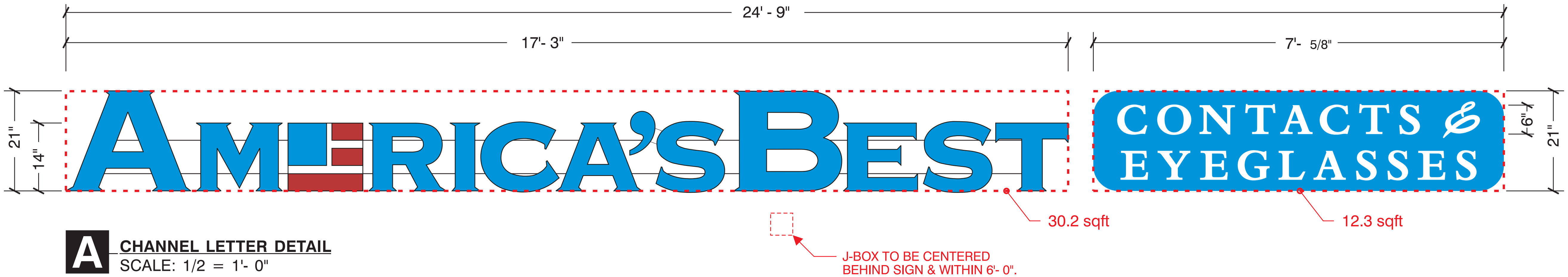
north american signs	SALES:	BRIAN MONTGOMERY	DWG #	1508068-02	LOCATION:
	PM:	ASHLEY BITTER	REVISION	CAD 12.18.15	8350 U.S. 64 BARTLETT, TN 38133
	ART:	BNN 8.18.15			

EXISTING STOREFRONT
NTS

A **PROPOSED STOREFRONT**
NTS

north american signs

SALES:	BRIAN MONTGOMERY	DWG # 1508068-02	LOCATION:	8350 U.S. 64 BARTLETT, TN 38133
PM:	ASHLEY BITTER	REVISION CAD 12.18.15		
ART:	BNN 8.18.15			



A **CHANNEL LETTER DETAIL**
SCALE: 1/2 = 1'- 0"

TOTAL SQ FT: 42.5 (REPRESENTED BY RED DASHED LINES)
QTY: 1

FACES
3/16" BLUE TRUCAST 2051
ACRYLIC.

RETURNS
5" x.040 ALUMINUM.
PRE-PAINTED DURANODIC
BRONZE.
INSIDE PRE-PAINTED WHITE.
APOSTROPHE CONNECTOR
PAINTED TO MATCH FASCIA.
WEEP HOLES.

BACKS
.050 WHITE ALUMINUM.

TRIMCAP
1" BRONZE JEWELITE.

ILLUMINATION
LETTERS: BLUE GOQ-3B LEDs.
12v POWER SUPPLIES.

FLAG
FOUR (4) INDIVIDUAL PIECES.
MOUNTED TO ALUMINUM
BACKER.

FACES
SQ: 3/16" BLUE TRUCAST 2051
ACRYLIC.
STRIPES: 3/16" RED ACRYLITE
BF 211-1.

BACKS
.050 WHITE ALUMINUM.

TRIMCAP
1" BRONZE JEWELITE.

RETURNS
5" x .040 ALUMINUM.
PRE-FINISHED DURANODIC
BRONZE.
INSIDE PRE-PAINTED WHITE.

ILLUMINATION
SQ: BLUE GOQ-3B LEDs.
STRIPES: RED GOQ-3R LEDs.
12v POWER SUPPLIES.

BACKER
.063 ALUMINUM PAINTED TO
MATCH FASCIA.

CABINET
5" x .063 ALUMINUM BRAKE METAL.
1" x .050 ALUMINUM RETURNS
WELDED TO FACE.
PAINTED TO MATCH 607-1 BLUE.
WEEP HOLES.

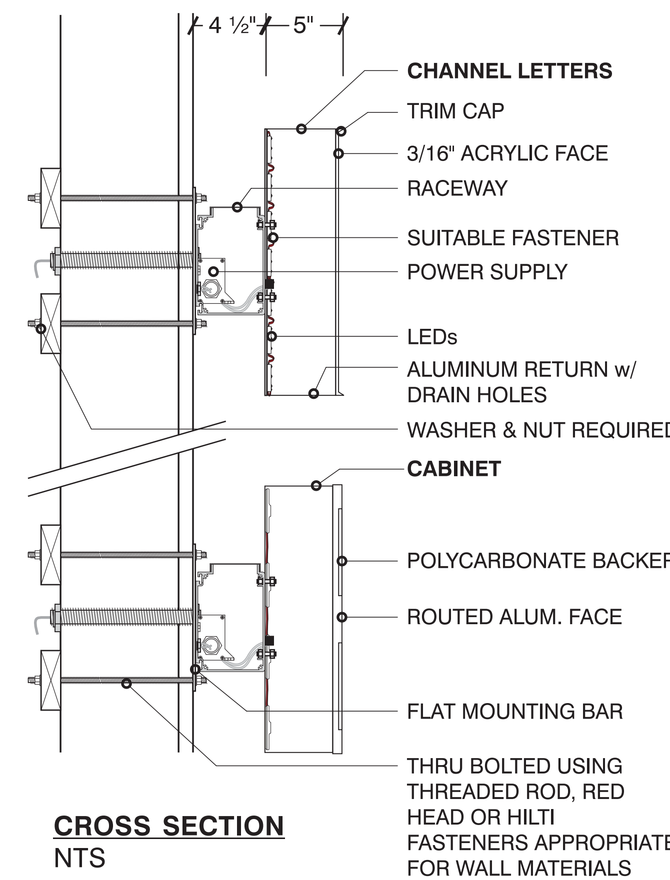
FACE
.090 ROUTED ALUMINUM.
PAINTED TO MATCH 607-1 BLUE.

LETTERS
.150 WHITE POLYCARBONATE
FLAT BACKER.

ILLUMINATION
WHITE GOQ-3W LEDs.

MOUNTING
LETTERS/FLAG & CABINET MOUNTED
TO STANDARD EXTRUDED 7" x 4 ½"
RACEWAYS.
RACEWAYS FLUSH MOUNTED.
THRU BOLTED USING THREADED ROD,
RED HEAD OR HILTI FASTENERS APPROPRIATE
FOR WALL MATERIALS.
WASHER & NUT REQUIRED ON BACK
OF FASTENERS.
¼" THICK x 1 ½" WIDE FLAT BARS
INSTALLED 2" ABOVE & BELOW
RACEWAYS FOR MOUNTING.
RACEWAYS & BRACKETS PAINTED TO
MATCH FASCIA.
IF FACADE IS EIFS, PROVIDE SLEEVES TO
PREVENT EIFS MATERIAL FROM CRUSHING.

ELECTRIC
RACEWAYS TO CONTAIN POWER SUPPLIES.
EXTERNAL DISCONNECT SWITCH.
UL LISTED/EXTERIOR.



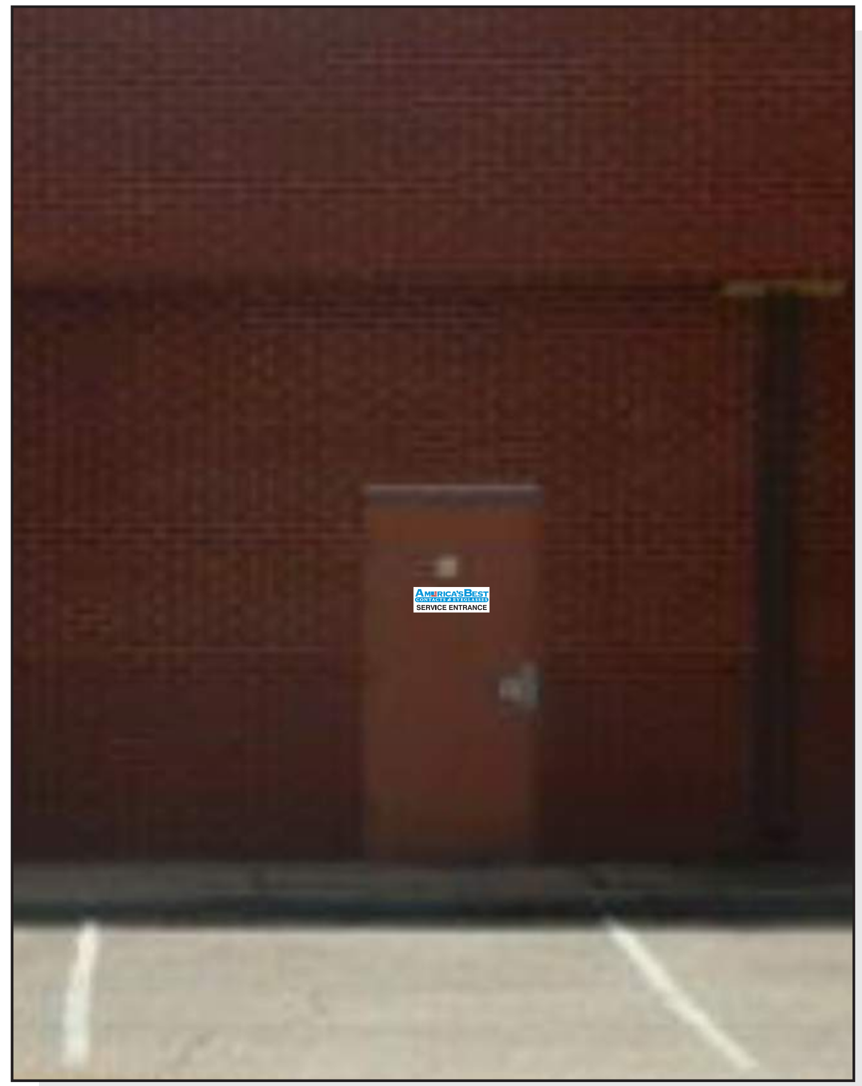
CROSS SECTION
NTS

LISTED

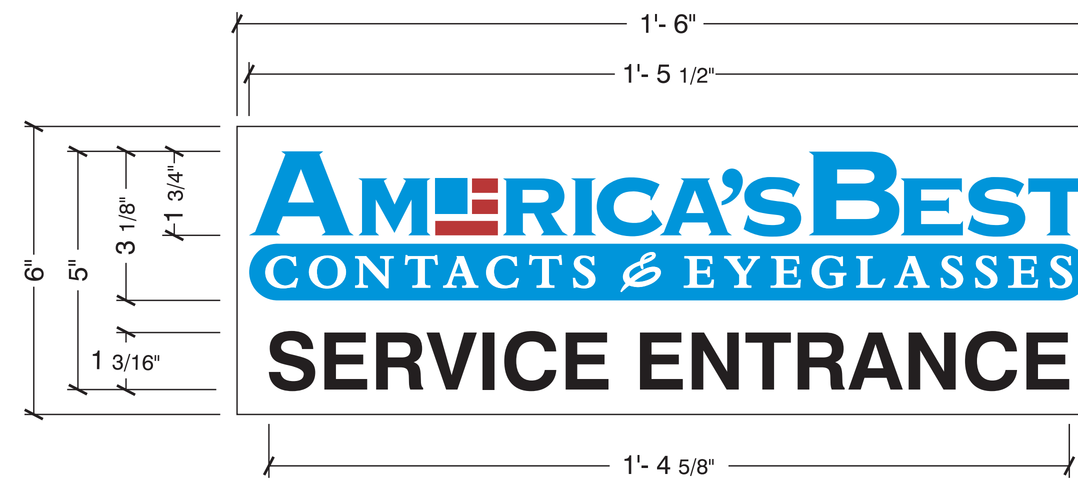
3 OF 4

north american signs	SALES: BRIAN MONTGOMERY	DWG # 1508068-02	LOCATION:	8350 U.S. 64 BARTLETT, TN 38133
	PM: ASHLEY BITTER	REVISION CAD 12.18.15		
	ART: BNN 8.18.15			

EXISTING REAR SERVICE DOOR
NTS



PROPOSED REAR SERVICE DOOR
NTS



B **REAR SERVICE DOOR SIGN**
SCALE: 3" = 1'- 0"

QTY: 1

PANEL
WHITE ALUMINUM.

VINYL
BLUE VINYL TO BE AVERY A6567T.
RED VINYL TO BE 3M 3630-33.
OVAL TO BE REVERSE WEEDED TO EXPOSE COPY.
BLACK COPY.
APPLIED FIRST SURFACE.

MOUNTING
FLUSH MOUNTED w/ VHB TAPE.

north american signs

SALES:	BRIAN MONTGOMERY	DWG # 1508068-02	LOCATION: 8350 U.S. 64 BARTLETT, TN 38133
PM:	ASHLEY BITTER	REVISION	
ART:	BNN 8.18.15		

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

Meeting: 01/12/16 07:00 PM
Department: Planning and Economic Development
Category: Public Hearing
Prepared By: Sam Harris
Department Head: Terry Emerick

ADOPTED

AGENDA ITEM

Set a public hearing for February 9, 2016 for Resolution 01-16, a resolution approving a First Addition to the Planned Development for Elpine Gray Estates.

WHEREAS, an application has been made for amendments to the Planned Development for First Addition, Elpine Gray Estates P.D.,

WHEREAS, the Planning Commission reviewed the proposed amendments to the Planned Development for Elpine Gray Estates P.D. January 4th, 2016, in accordance with their regulations and recommended APPROVAL of the amendments to the Planned Development; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on February 9th, 2016 and approved the First Addition to the Planned Development for Elpine Gray Estates P.D. located South of Old Brownsville Road on Elpine Gray Drive, and is within the "RS-15" Residential Zoning District, subject to the following conditions:

Planning:

- ☐ After the Planning Commission forwards a recommendation of this Planned Residential Development to the Board of Mayor and Aldermen, the application must receive an approval from the Board of Mayor and Aldermen before making application for Construction and Final Plans.
- ☐ If the proposed setbacks for the PD are approved by the Planning Commission, then the applicant shall add the following restrictions to the final plat:
  1) 30-foot minimum front yard setback
  2) 5-foot minimum side yard setback
  3) 25-foot minimum rear yard setback
  4) 10,000-square feet minimum lot size
  5) 70-feet minimum lot width at the front building setback line
- ☐ The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.

Engineering

- ☐ This development will connect the two stub streets (Elpine Gray Drive) that was constructed as part of the Elpine Gray Estates at Buckhead P. D. as recorded in Plat Book 239 Page 40.
- ☐ All lot owners within this subdivision shall be members of the mandatory Home

Owners Association that was created when the Elpine Gray Estates at Buckhead P. D. was developed and as recorded in Instrument No. 06183129.

- ☐ The building setbacks and minimum square footage shall also comply with those established for Elpine Gray Estates at Buckhead P. D.
- ☐ Based on a recent aerial photograph of this property there are a lot of vehicles and materials being stored on this property. This area must be cleaned up and any soil that has been contaminated by oil or grease shall be properly disposed of and the site cleared of any unsuitable material.
- ☐ Detention is required for both drainage basins. The developer's engineer shall confirm that this parcel was included in the detention basin analysis for both existing detention basins. The existing detention basins are owned and maintained by the homeowners association. Calculations shall be based on the 2, 5, 10 and 25-year storms.
- ☐ This 5 acre outparcel appears to drain mostly to the east and shall connect into the existing drainage pipe and headwall. The policy of the City of Bartlett is to limit the drainage across no more than three lots before it is captured, to reduce complaints.
- ☐ A water line extension through this 5-acre parcel shall connect the existing 8" water lines on each side of this parcel.
- ☐ Provide an AutoCAD drawing file to the City for use in the design of the water line extension.
- ☐ A SWPPP and a TDEC permit will be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.
- ☐ A full subdivision contract will be required.
- ☐ Provide a tree survey of this property and based on the location of any trees worthy of retention, adjust the lot lines to better facilitate the preservation of these trees.
- ☐ If the final and construction plans are not approved by the Planning Commission before April 2015, then this development will have to meet the new runoff reductions requirement by TDEC.
- ☐ If a subdivision contract has not been approved from 1 year of approval of the final and construction plans, then this development shall have to comply with the new TDEC runoff reduction guidelines.
- ☐ There appears to be some drainage coming from the existing lot 7 onto the proposed lot 88. A drainage pipe extension and a drainage structure may be required in order to pick this drainage up and a minimum finished floor elevation for lot 87 and 88 may need to be set to allow for passive drainage swale down the lot lines. This will be reviewed and determined at the time of the final and construction plan submittal and review.
- ☐ Based on the e-mail from the Elpine Gray HOA representative, the existing 20 foot wide COS in the Elpine Gray Phase 1 as shown on Plat Book 239, Page 40 should be eliminated and Quit Claimed to the two adjacent property owners of Lots 18 and 19.

WHEREAS, the Board of Mayor and Aldermen have determined that the proposed First Addition to the Planned Development for Elpine Gray Estates P.D. should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the First Addition to the Planned Development for Elpine Gray Estates P.D., located South of Old Brownsville Road on Elpine Gray Drive, and is within the "RS-15" Residential Zoning District., incorporating the above listed conditions, are approved.

ADOPTED THIS 9TH DAY OF FEBRUARY 2016.

___________________________________ ___________________________________

W.C. Pleasant, Register to the Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest:___________________________________

Stefanie McGee, City Clerk

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Bartlett Planning and
Economic Development Department
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Bartlett Planning Commission

Application for Planned Development Approval

Consultation with the staff is encouraged prior to the completion of this application form.

Requested Uses SINGLE FAMILY RESIDENTIAL
Property Address 0 OLD BROWNSVILLE RD., BARTLETT, TN 38002
Present Zoning RS-15

Owner/Developer Contact LOYAL FEATHERSTONE Phone 360-0201
Company Name LOYAL FEATHERSTONE REALTY Fax 360 8030
Address 3317 KIRBY PARKWAY MEMPHIS TN 38115 email loyalfeatherstone@yahoo.com

Architect Contact N/A Phone
Company Name Fax
Address email

Engineer Contact PAUL BRAY Phone 383-8668
Company Name THE BRAY FIRM Fax 383-8720
Address 2950 STAGE PLAZA N BARTLETT, TN. 38134 email braydavisfirm01@A

Submitted by PAUL BRAY (printed name) Paul Bray (signature) 10/2/15 (date)

Email Address braydavisfirm01@AOL.COM **Phone** 383-8668 **Fax** 383-8720

PB Attach a checked-off "**Planned Development Checklist**" and all items required therein.

PB Acknowledge (by initials in the blank to the left) that the "**Application Instructions: Planning Commission**" were obtained and read prior to submitting this application.

PB Provide 18-folded (± 10"x13") sets of plans with a copy of the signed application attached to each set.

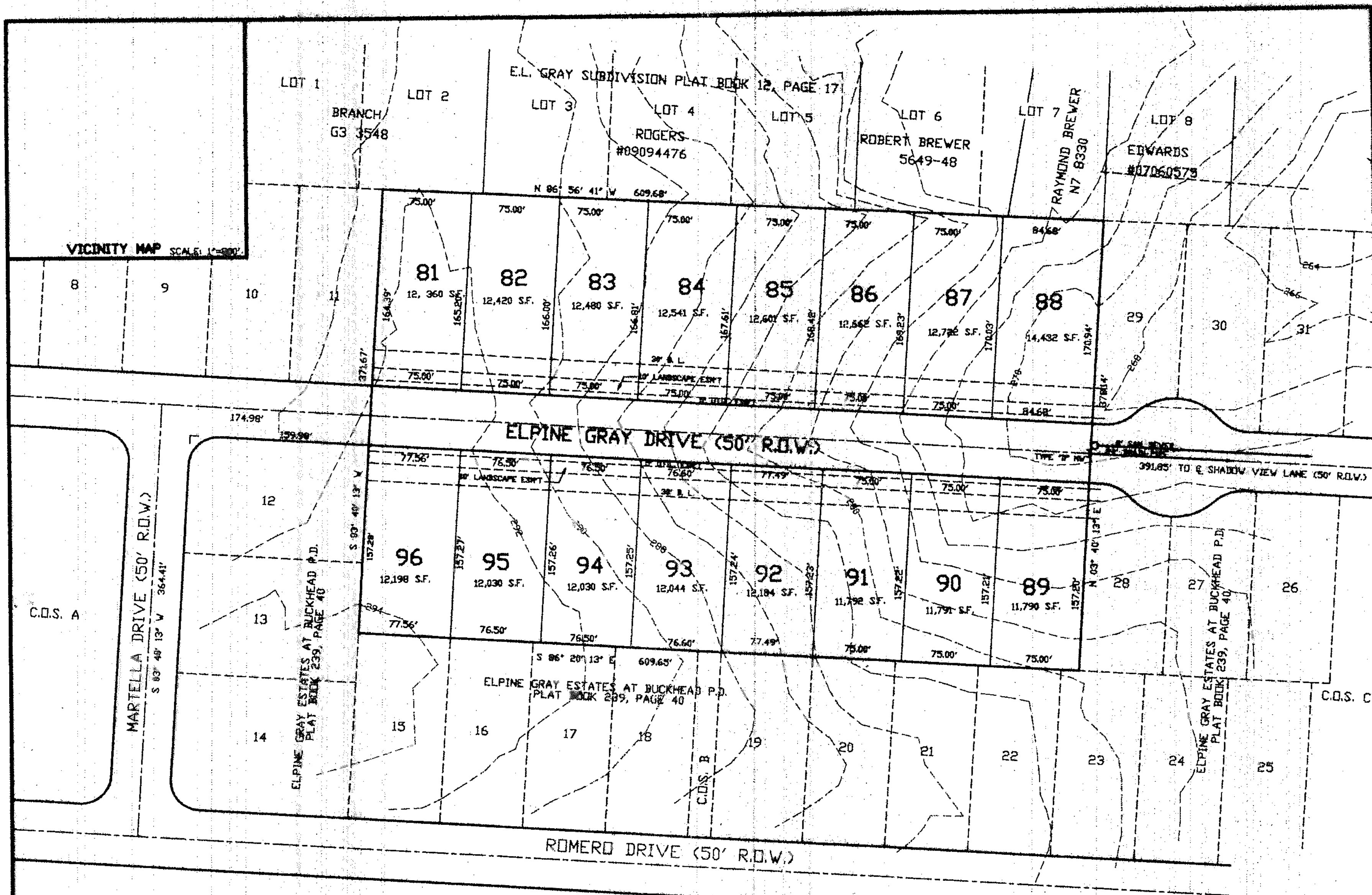
PB Provide an electronic PDF file of the plans. Note that an updated electronic file is required when plans are revised. The electronic file shall be labeled with the project name and accurately dated.

PB Include a fee with this application (check payable to the City of Bartlett) of $300.00 for five (5) acres or less, plus $30.00 per acre (after the first five) to a maximum of $2,000.00. The fee is not refundable.

I, the property owner(s) hereby authorize the filing of this application.

LOYAL E FEATHERSTONE (print name) Loyal E Featherstone (signature) 11/2/2015 (date)

RECEIVED
NOV 03 2015
CITY OF BARTLETT



PROPERTY LINE DESCRIPTION

PROPERTY LINE DESCRIPTION OF THE FLOYD C. ROGERS PROPERTY AS RECORDED BY QUIT CLAIM DEED BN 3206 IN THE SHELBY COUNTY REGISTER'S OFFICE; BEGINNING AT A POINT IN THE SOUTH R.O.W. (50') OF ELPINE GRAY DRIVE SAID POINT BEING 159.98' EAST OF THE EAST R.O.W. (50') OF MARTELLA DRIVE; THENCE N03°40'14"E ALONG THE EAST LINE OF LOT 11, ELPINE GRAY ESTATES AT BUCKHEAD P.D. (PLAT BK. 239, PG. 40) A DISTANCE OF 214.39' TO A POINT IN THE SOUTH LINE OF THE BRANCH PROPERTY (G3 3548); THENCE S86°56'41"E ALONG THE SOUTH LINE OF SAID BRANCH PROPERTY AND THE SOUTH LINES OF THE ROGERS PROPERTY (Inst. #09094476), THE ROBERT BREWER PROPERTY (5642-48) AND THE RAYMOND BREWER PROPERTY (N7 8330) A DISTANCE OF 609.68' TO THE NORTHWEST CORNER OF LOT 29 OF SAID P.D.; THENCE S03°40'13"W ALONG THE WEST LINE OF SAID LOT 29 AND CONTINUING ALONG THE WEST LINE OF LOT 28 OF SAID P.D. A DISTANCE OF 378.14' TO A POINT IN THE NORTH LINE OF LOT 23 OF SAID P.D.; THENCE N 86°20'13"W ALONG THE NORTH LINES OF LOTS 23, 22, 21, 20, 19, 18, 17, 16 AND 15 OF SAID P.D. A DISTANCE OF 609.63' TO A POINT IN THE EAST LINE OF LOT 13 OF SAID P.D.; THENCE N03°40'13"E ALONG SAID EAST LINE AND ALONG THE EAST LINE OF LOT 12 OF SAID P.D. A DISTANCE OF 157.28' TO THE POINT OF BEGINNING AND CONTAINING 5.25 ACRES OF LAND.

DATE: 11/02/15
SCALE: 1"=50'

FIRST ADDITION
ELPINE GRAY ESTATES at BUCKHEAD P.D.
BARTLETT, TENNESSEE

ZONED - RS 15

5.25 ACRES

OWNER/DEVELOPER
LOYAL FEATHERSTONE
3317 KIRBY PARKWAY
MEMPHIS, TENNESSEE 38115
(901) 360-0201

ENGINEER - THE GRAY FIRM
[illegible] STAGE PLAZA N.
BARTLETT, TN 38134
(901) 383-8668

NOTES:
1. MIN. FRONT YARD SETBACK 30'
2. MIN. SIDEYARD SETBACK 5'
3. MIN. REAR YARD SETBACK 25'
4. MIN. HEATED SPACE 2000 S.F.

Attachment: elpine gray 1st add PD app (1680 : RESOLUTION 01-16 Elpine Gray 1st Add PD)

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Finance
Category: Budget
Prepared By: Dick Phebus
Department Head: Dick Phebus

Resolution 02-16, a resolution to amend the Fiscal Year 2016 School Education Capital Project Fund.

WHEREAS, the Bartlett Board of Mayor and Aldermen is required to approve the Bartlett City Board of Education General Purpose School Fund budget and other School Special Revenue Fund budgets, as amended; and

WHEREAS, the Bartlett Board of Education has approved a budget amendment to its FY2016 Education Capital Projects Fund budget at its regular meeting on December 17, 2015 which is labeled "Exhibit A - School Special Revenue Fund Amendment" and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the December 17, 2015 amendments to the FY2016 Education Capital Projects Fund Budget of the Bartlett City Board of Education is approved, as detailed in "Exhibit A - School Special Revenue Fund Amendment".

Adopted this 12th of January, 2016.

_______________________________ _______________________________

W.C. Pleasant, Register to the Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _______________________________
Stefanie McGee, City Clerk

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

EXHIBIT A

SCHOOL SPECIAL REVENUE FUND AMENDMENT

RESOLUTION 3-5

A RESOULTION TO AMEND THE 2015-2016 FISCAL YEAR EDUCATION CAPITAL PROJECTS FUND OF THE BARTLETT CITY SCHOOLS.

WHEREAS, Tennessee Code Annotated §49-2-203(a)(10)(A)(i) requires the Bartlett City Board of Education to direct the Superintendent and the Chair to prepare a budget on forms furnished by the Commissioner, and when the budget has been approved by the Board, to then submit that budget to the Bartlett Board of Mayor and Aldermen for their approval; and

WHEREAS, these amendments to the Education Capital Projects Fund Budget change the total amount of the budget, as recognized in the increase in nonrecurring other local revenue.

NOW, THEREFORE, BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION:

Section 1. That the Education Capital Projects Fund Budget for the 2015-2016 school year for the Bartlett City Schools as presented in official budget documents is hereby

2015-16 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	**$948,655**
Revenues are amended in the following category:	
177-44170-00000-000-0000-0000 Misc. Refunds is amended from $948,655 to $990,000	$41,345
Amended Capital Project Fund Budget Revenues:	**$990,000**
2015-16 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	**$948,655**
Expenditures are amended in the following category:	
177-91300-39900-000-0000-0000 Other Contracted Services is amended from $928,810 to $970,155	$41,345
Amended Education Capital Project Fund Budget Expenditures:	**$990,000**
Total Amended Education Capital Projects Fund Budget:	**$990,000**

amended by reference in the following amounts:

Section 2. That the budget documents required by law will be amended and submitted as required for approval to the Bartlett Board of Mayor and Aldermen, and, upon approval, shall be submitted as required to the State of Tennessee.

Section 3. That this resolution shall become effective December 17, 2015 from and after its adoption by the Bartlett City Board of Education.

Adopted this 17th day of December, 2015.

____

Jeff Norris, Chairman
Bartlett City Board of Education

____

David A. Stephens, Superintendent
Bartlett City Board of Education

____

APPROVED AS TO FORM:
Kari Shoopman, General Counsel

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Finance
Category: Budget
Prepared By: Dick Phebus
Department Head: Dick Phebus

Resolution 03-16, a resolution to accept a grant from Shelby County Government and to amend the Fiscal Year 2016 Grants Budget to appropriate the funds and authorize the funding for the Bartlett Senior Center Roof Replacement Project.

WHEREAS, the Finance Office did receive notice from Shelby County Government of a grant of $81,733 for the purpose of funding the Bartlett Senior Center roof replacement project (the PROJECT), and

WHEREAS, the Shelby County Government Division of Administration and Finance will reimburse 100 percent of the PROJECT costs up to $81,733, and

WHEREAS, it is necessary to accept the Shelby County Government grant revenues, amend the Fiscal Year 2016 Grants Fund revenue to appropriate the $81,733 and authorize the expenditures for the PROJECT.

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the Shelby County Government grant is accepted in the amount of $81,733, and that the Fiscal Year 2016 Grants Fund budget is amended to appropriate the grant funds and the expenditures for the PROJECT.

Adopted this 12th of January, 2016

______________________________ ______________________________

W.C. Pleasant, Register to the Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: ______________________________

Stefanie McGee, City Clerk

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

GRANT CONTRACT

THIS GRANT CONTRACT is made and entered into this 8 day of December, 2015 by and between SHELBY COUNTY GOVERNMENT, hereinafter referred to as "COUNTY", and CITY OF BARTLETT hereinafter referred to as "GRANTEE", to provide funding to GRANTEE for the Bartlett Senior Citizens Center roof replacement project.

WITNESSETH

WHEREAS, Tennessee Code Annotated §5-9-109 authorizes the Shelby County Board of Commissioners to make appropriations to various nonprofit charitable or non-profit civic organizations; and

WHEREAS, the COUNTY desires to provide grant funds to GRANTEE and GRANTEE has met the requirements to receive grant funds for the purposes stated herein.

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereby agree to the following:

1. COUNTY agrees to provide a grant in the amount of EIGHTY ONE THOUSAND SEVEN HUNDRED THIRTY THREE 00/100 ($81,733.00) DOLLARS for the purposes set forth above, payable upon completion of the roof replacement project, providing COUNTY's receipt of a reimbursement request, supporting documentation and continued appropriation of funds by the Shelby County Board of Commissioners.

2. GRANTEE agrees that, prior to the disbursement of any grant funds by the COUNTY, GRANTEE shall file in the Office of the County Clerk its most recent annual report of its business affairs and transactions and shall supply a copy of the said report with a cover letter requesting payment to the County Administrator of Finance. The said report shall be for a fiscal year ending no more than eighteen months prior to the date of appropriation of the grant funds and shall include at a minimum a balance sheet and statement of revenues and expenses prepared on the cash, modified accrual, or accrual basis of accounting, and shall be certified by the organization's Chief Financial Officer. GRANTEE agrees that the said annual report shall include financial statements audited by a Certified Public Accountant

licensed to practice in Tennessee, and the said accountant's unqualified opinion that the information in the said financial statements is presented fairly in all material aspects in accordance with Generally Accepted Accounting Principles applied on a consistent basis. GRANTEE agrees that COUNTY shall disperse no funds pursuant to this Contract until GRANTEE has complied with the provisions of this paragraph.

3. GRANTEE agrees to submit documentation and other information as the COUNTY may require. GRANTEE agrees that any funding awarded by the COUNTY not fully or properly utilized shall be returned to COUNTY promptly upon COUNTY'S request. Any such documentation shall be made available to the public.

4. The GRANTEE warrants that no part of the total grant amount provided herein shall be paid directly or indirectly to any officer or employee of COUNTY as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the GRANTEE in connection with any work contemplated or performed relative to this Contract.

5a. The COUNTY has no obligation to provide legal counsel or defense to GRANTEE or its subcontractors in the event that a suit, claim or action of any character is brought by any person not a party to this Grant Contract against GRANTEE as a result of or relating to funding provided under this Grant Contract.

5b. GRANTEE shall indemnify, defend, save and hold harmless the COUNTY against any and all claims, liability, losses or damages arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with this Grant Contract. This indemnification shall survive the termination or conclusion of this Grant Contract.

6. This Grant Contract may be modified only by written agreement executed by the parties hereto and approved by the appropriate County officials.

7. All notices required under this contract shall be sent to the following:

COUNTY: Shelby County Government

Division of Administration and Finance
Attn.: Nycole Alston, Executive Assistant to CAO
160 N. Main St., 11th Floor
Memphis, Tennessee 38103

GRANTEE: City of Bartlett
Attn: Stefanie McGee
6400 Stage Road
Bartlett, TN 38134

8. In no event shall the liability of COUNTY under this Contract exceed EIGHTY ONE THOUSAND SEVEN HUNDRED THIRTY THREE 00/100 ($81,733.00) DOLLARS. This Contract is subject to the allotment and availability of County funds to finance the Grant.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their duly authorized representatives on the date and year above written.

APPROVED AS TO FORM AND LEGALITY:

SHELBY COUNTY GOVERNMENT

____
Contract Administrator/
Assistant County Attorney

____
Mark H. Luttrell, Jr. MAYOR

CITY OF BARTLETT

BY: A. Keith McDonald

TITLE: Mayor

STATE OF TENNESSEE
COUNTY OF SHELBY

Before me, the undersigned Notary Public, in and for the State and County aforesaid, personally appeared A. Keith McDonald with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself/herself to be president (or other officer authorized to execute the instrument) of CITY OF BARTLETT the within named bargainor, a corporation, and that he as such Mayor, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself/herself as Mayor.

WITNESS my hand and official seal at office this 8 day of December, 2015.

____
Notary Public

My Commission Expires: _______________________

STEFANIE McGEE
STATE OF TENNESSEE NOTARY PUBLIC
COUNTY OF SHELBY

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 1672)

Meeting: 01/12/16 07:00 PM
Department: Administration
Category: Agreement
Prepared By: Stefanie McGee
Initiator: Mark Brown
Sponsors:
DOC ID: 1672

Resolution 04-16, a resolution to support the development of a regional, interconnected network of parks, greenways, and open spaces.

WHEREAS, the City of Bartlett supports the goal of developing a Regional Interconnected Network of Parks, Greenways and Open Spaces connecting Shelby County, TN, Fayette County, TN, Crittenden County, AR, and DeSoto County, MS;

WHEREAS, the Fletcher Creek Greenway and Loosahatchie River Corridor in Bartlett serve as important foundational trails providing connectivity to the greater regional network of green space;

WHEREAS, GREENPRINT 2015/2040 includes a concept map that provides a framework for an interconnected network of green space spanning the Mid-South region and connecting Bartlett and 17 other municipalities across four counties;

WHEREAS, to date, 19 of 22 jurisdictions in the region have adopted GREENPRINT 2015/2040 as the regional plan to connect a network of parks, greenways, and open spaces.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE AS FOLLOWS:

THAT the City of Bartlett adopts the concept map for a regional network of green space contained in GREENPRINT 2015/2040 as the foundation for connecting Bartlett greenways and trails across city, county, and state lines in the Mid-South region;

THAT the Board of Mayor and Aldermen shall direct staff to coordinate with neighboring jurisdictions on greenways and trails to ensure connectivity.

Adopted this 12th of January, 2016.

____________________ ______________________________

W.C. Pleasant, Register to the A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: ______________________________

Stefanie McGee, City Clerk

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 1679)

Meeting: 01/12/16 07:00 PM
Department: Parks and Recreation
Category: Grant
Prepared By: Stefanie McGee
Initiator: Shan Criswell
Sponsors:
DOC ID: 1679

Resolution 05-16, a resolution authorizing the City of Bartlett to participate in the Tennessee Municipal League Risk Management Pool's Property Conservation Matching Grant Program.

WHEREAS, the citizens of the City of Bartlett have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the City of Bartlett; and

WHEREAS, The Pool seeks to encourage members with property coverage to develop and implement a property conservation program by offering the PROPERTY CONSERVATION MATCHING GRANT PROGRAM; and

WHEREAS, the City of Bartlett now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN FOR THE CITY OF BARTLETT, TENNESSEE, the following:

SECTION 1. That the City of Bartlett is hereby authorized to submit application for the PROPERTY CONSERVATION MATCHING GRANT PROGRAM through the Loss Control Department of The Risk Management Pool.

SECTION 2. That the City of Bartlett is further authorized to provide a matching sum for any monies provided by this grant.

Adopted this day of January 12, 2016

________________________________ ________________________________

W.C. Pleasant, Register to the Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Stefanie McGee, City Clerk

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Board of Mayor and Aldermen
6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 01/12/16 07:00 PM
Department: Engineering
Category: Public Hearing
Prepared By: Dena Hathaway
Department Head: Rick McClanahan

Proposed projects submitted to the Metropolitan Planning Organization for inclusion in the five-year Transportation Improvement Plan.

The City of Bartlett has been asked by the Metropolitan Planning Organization to submit projects for funding in the upcoming Transportation Improvement Plan (TIP). This is a five-year plan.
Each TIP project has to meet specific requirements, and I will categorize each according to the funding bucket from where the money will be spent. Most projects have a 20 percent local match.
The City has one road widening and construction project that it is moving forward.

It is:
Old Brownsville Road Widening from Austin Peay Highway to Kirby Whitten

Right of Way	$ 3,000,000	2014
Construction	$23,000,000	2016

Paving Projects
The following streets are being submitted for possible funding to repave. This will occur in two phases.

Phase I $2-3 million (Starts in 2016, ends in 2018)

St. Elmo	Kirby Whitten - Oak and Billy Maher - Altruria
Appling	US 64 - Brother
Altruria	St. Elmo - Egypt Central
Venson	Bartlett Blvd - Memphis Arlington
Summer Oaks	US 64 - US 70
Kate Bond	US 64 - Germantown

Phase II $2-3 million (Starts in 2018, ends in 2020)

Brother	US 64 - Germantown
Egypt Central	Kirby Whitten - Oak
Yale	Kirby Whitten - Brother
Earlynn	Memphis Arlington - Country Lake & Ellis - Windersville
Star Valley	Altruria - Kirby Whitten

Bridge Rehab
Old Brownsville Bridge at Buckhead Creek will receive a complete rebuild.
The following are cost estimates

Construction	$1.5 million	Fall 2016

Bike & Pedestrian Projects
The City has a Master Plan to construct an off-street bike/pedestrian trail from US 64 to Brunswick Road. There are three phases up for submission.

Phase I
Build an off-street trail from US 64 to North of Yale. This phase is designed and ready to build this year.

Construction	$1.3 million	Summer 2016

Phase II
Build an off-street trail from Yale to Byrd Park. This project needs design and construction dollars. No Right-of-Way is needed.

Design	$ 150,000	2016
Construction	$1,000,000	2018

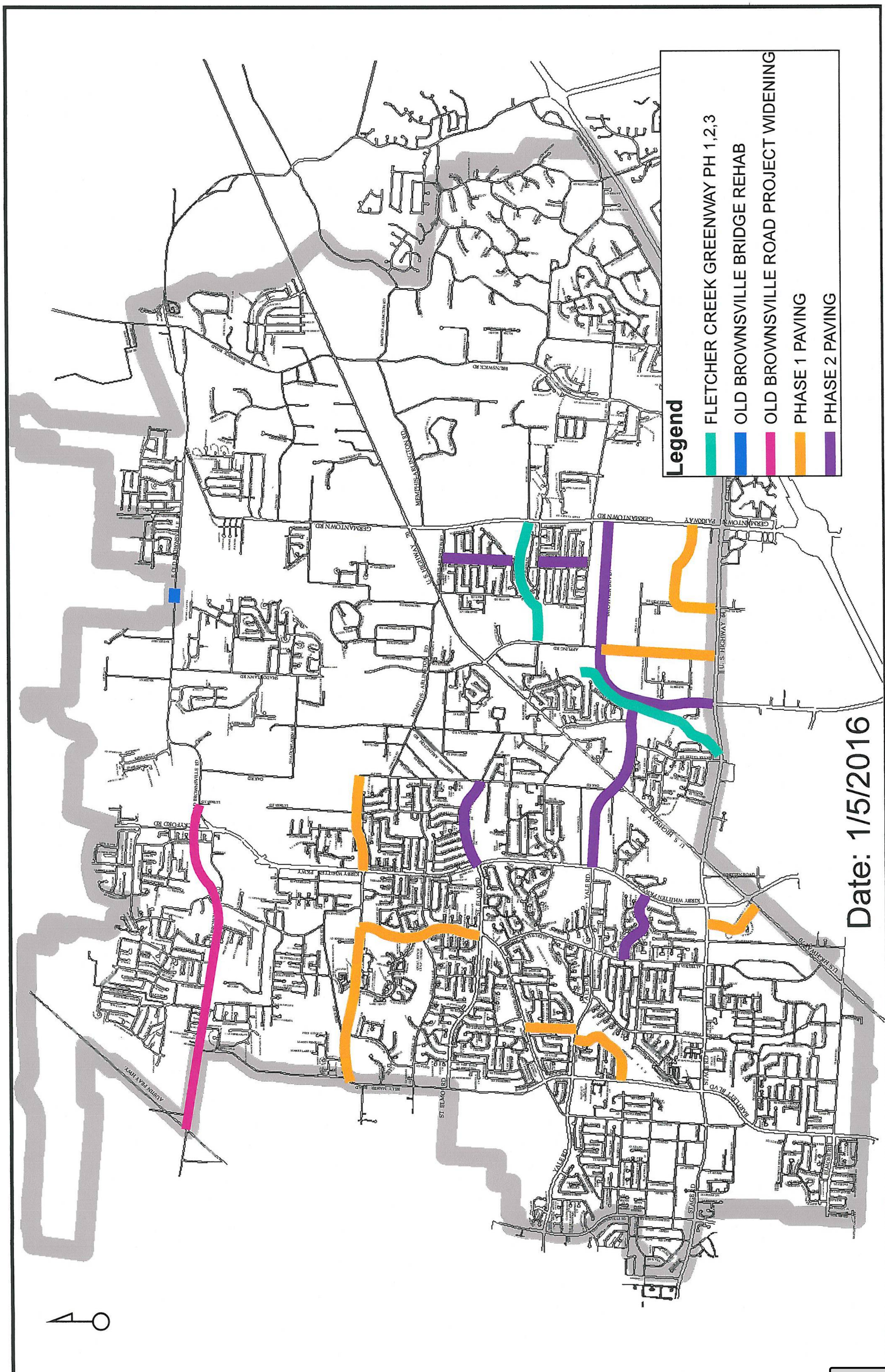
Phase III
Build an off-street trail from Appling to Germantown. This project needs design and construction.

Design	$ 150,000	2018
Construction	$1,200,000	2020

Attached is a spreadsheet with the projects listed showing cost and year to design, right-of-way acquisition, and construction. A map of potential project locations is also attached.

RESULT: NO VOTE REQUIRED

Road Projects		Design		ROW		Const	
Old Brownsville Widening	2015	$ 300,000.00	$ 2,016.00	$ 3,000,000.00	2018	$ 23,000,000.00	
Paving							
Phase 1	2016	$ 25,000.00	2016		2018	$ 2,500,000.00	
St. Elmo							
Appling							
Alturia							
Venson							
Summer Oaks							
Kate Bond							
Phase 2	2018	$ 25,000.00	2018		2020	$ 2,500,000.00	
Brother							
Egypt Central							
Yale							
Earlyn							
Star Valley							
Bridge Rehab							
Old Brownsville at Buckhead Creek	2016	$ 200,000.00	2015	$ 25,000.00	2016	$ 1,500,000.00	
Bike Pedestrian Bucket							
Fletcher Creek PH 1	2014	$ 150,000.00	2015	$ 30,000.00	2016	$ 1,250,000.00	
Fletcher Creek PH 2	2016	$ 150,000.00	2016	$ -	2018	$ 1,000,000.00	
Fletcher Creek PH 3	2017	$ 150,000.00	2017	$ 30,000.00	2019	$ 1,200,000.00	
		$ 700,000.00		$ 3,085,000.00		$ 32,950,000.00	$ 36,735,000.00


Legend
FLETCHER CREEK GREENWAY PH 1,2,3
OLD BROWNSVILLE BRIDGE REHAB
OLD BROWNSVILLE ROAD PROJECT WIDENING
PHASE 1 PAVING
PHASE 2 PAVING
Date: 1/5/2016